



## **Washington County Historical Society Committee Directive 1-1 Historic Preservation Award Program**

### **1. Applicability.**

1.1 This directive is applicable to only Washington County, New York and the committees supporting the Washington County Historical Society (WCHS) located at 167 Broadway, Fort Edward, New York 12828.

### **2. General.**

2.1. This directive defines the responsibilities of the WCHS Preservation Award Committee.

2.1.1. This directive will be reviewed and updated as necessary every year.

2.2. WCHS is responsible for the programming for adequate resources to accomplish the award program.

### **3. Mission.**

3.1. The primary mission of the WCHS Preservation Award Committee is to create programs that encourage the historic preservation of residential, agricultural, commercial/industrial and civic structures.

3.2 Its secondary mission is to support Washington County programs that support the education of responsible stewardship of Washington County's historic buildings, landscapes, and streetscapes. The objective of this secondary mission would be to increase awareness of a community's historic roots by advancing historic research and building trade apprenticeships that respect historic preservation, heritage conservation, and the conservation and maintenance of historic structures.

## **4. Committee Responsibilities**

4.1. Membership: Committee membership shall consist of nine (9) voting members made up of the WCHS membership rolls. Committee membership term will be at the discretion of the President of the WCHS.

4.1.1 The previous year's Historic Preservation Award winners are invited to participate in the following year's Historic Preservation Award process and their input will be considered when determining the new award winners.

4.2. Meetings: The Committee shall meet once a month or as called by the Committee Chair. If time constraints or other factors prevent a formally convened meeting, resolutions and positions may be accomplished outside the formally convened committee through telephone or e-mail coordination. Observers/Visitors may attend formal meetings and teleconferences upon invitation of any committee member, but are subject to be excused at the discretion of either the member who initiated the invitation or the Committee Chair/Vice-Chair.

4.3. Quorum: Before transacting any committee business, a quorum consisting a total of five (5) committee members must be present.

4.4. Committee Officers:

4.4.1. WCHS will provide support for a committee secretary/recorder.

4.4.2. Committee Chair and Vice Chair will be selected from the WCHS membership rolls. There will be a two year term limit as Chair; the Vice Chair will also serve for two years and then move into the Chair position for continuity of the committee. If the elected Chair is unable to fulfill the full term, the Vice Chair will immediately assume the responsibilities of Chair. If at any time the Vice position is vacant, a new vice will be elected at the next formally convened WCHS meeting.

4.4.3. Committee Chair Duties:

4.4.3.1. Coordinate the agenda, time, and place to convene one formal Committee meeting per month and an appropriate number of intervening teleconferences

4.4.3.2. Coordinate and identify Committee positions and action items with the WCHS board.

4.4.3.3. Ensure Committee members receive an agenda in advance of meeting or teleconferences dates.

4.4.3.4. Canvas committee voting membership and WCHS board members for agenda items.

4.4.3.5. Track the progress of open action items and report the status at each formally convened Committee meeting or teleconference.

4.4.3.6. Identify issues requiring the establishment of Sub Committees or Working Groups and select a Chair for each to coordinate the group's actions.

4.4.3.7. Identify timelines for task completion.

4.4.4. Committee, Vice Chair Duties:

4.4.4.1. Ensure minutes are recorded for all formally convened Committee meetings and teleconferences.

4.4.4.2. Maintain an official Committee record (Continuity Book).

## **5. Award Nomination Eligibility**

5.1 The following will be the minimum criteria to be nominated for an award category:

5.1.1 Nominated historic structures must be at least 100 years old, a vintage structure, or a historically significant structure at time of submission

5.1.2 Nominated projects must have been completed within the past 10 years at the time of nomination, but no earlier than 2007.

5.1.3 Nominations submitted previously that were not selected for recognition in the year submitted, will be automatically re-submitted after the application package WCHS membership is renewed the following year. Automatically resubmitted nominations packages may be revised and expanded if desired.

5.1.4 Nominations may be made without the knowledge of the nominee; however, the consent of the property owner must be obtained prior to award presentation. Self-nominations will be accepted.

5.1.4.1 Historic Preservation Award Committee members are prohibited from nominating individuals or organizations for awards.

5.1.5 Only WCHS members can be nominated for an individual Historic Preservation award.

5.1.5.1 Nominees can join as part of their nomination package.

## 6. Award Categories

### 6.1. Historic Structures

6.1.1 **Capstone Award:** For the historic preservation of residential property

#### 6.1.1.1 Exterior Restoration Award

6.1.1.1.1 These projects accurately recover the form or details of a property and its exterior setting as it appeared at a particular period of time by removing non-historic modifications or replacing or reproducing missing earlier work.

6.1.1.1.2 All restoration activities should be in accordance with the Secretary of the Interior's Standards for Rehabilitation (see attachment 1). The committee will have the discretion to make case-by-case exceptions to these standards when they deem certain elements of the restoration are in keeping with the spirit of the Secretary of the Interior's Standards for Rehabilitation.

#### 6.1.1.2 Interior Restoration Award:

6.1.1.2.1 These projects accurately recover the form or details of a property and its interior setting as it appeared at a particular period of time by removing non-historic modifications or replacing or reproducing missing earlier work.

6.1.1.2.2 All restoration activities should be in accordance with the Secretary of the Interior's Standards for Rehabilitation (See attachment 1). The committee will have the discretion to make case-by-case exceptions to these standards when they deem certain elements of the restoration are in keeping with the spirit of the Secretary of the Interior's Standards for Rehabilitation.

6.1.2 **Fieldstone Award:** For the historic preservation of agricultural buildings, such as barns, milk-houses, smoke-houses, corn cribs, etc.

6.1.2.1 These projects accurately recover the form or details of a property and its setting as it appeared at a particular period of time by removing non-historic modifications or replacing or reproducing missing earlier work.

6.1.2.2 All restoration activities should be in accordance with the Secretary of the Interior's Standards for Rehabilitation (see

attachment 1). The committee will have the discretion to make case-by-case exceptions to these standards when they deem certain elements of the restoration are in keeping with the spirit of the Secretary of the Interior's Standards for Rehabilitation.

#### **6.1.3. Hearthstone Award:**

6.1.3.1 Acknowledges the need to alter or add to a historic residential property to meet continuing or changing modern lifestyles while retaining the property's historic character.

6.1.3.2 The committee will have much greater flexibility to depart from Secretary of the Interior's Standards for Rehabilitation as long as the exterior structure retains its architectural integrity and the restoration is in keeping with the spirit of historic preservation.

6.1.3.3 Examples of disqualifying modifications would be:

6.1.3.3.1. Changed window or door placement/configuration.

6.1.3.3.2. Vinyl or metal siding, doors or windows

6.1.3.3.3. Changes to historic window pane configuration.

6.1.3.3.4. Porch removal and non-replacement or replacement with non-historic elements.

6.1.3.3.5. Brickwork using inappropriate mortar or techniques.

6.1.3.3.6. Shutter removal or replacement with modern elements.

6.1.3.3.7. Construction of architecturally inappropriate additions.

#### **6.1.4. Cornerstone Award:**

6.1.4.1. Suitable for rehabilitation or adaptive re-use of agricultural, commercial, industrial, and civic structures still used for original or similar functions that have retained their architectural integrity due to continued and sensitive maintenance.

6.1.4.2. The committee will have much greatest flexibility to depart from Secretary of the Interior's Standards for Rehabilitation as long as the structure retains its architectural integrity and the restoration is in keeping with the spirit of historic preservation.

6.1.4.3. Possible structures most suited for this award are barns, corner stores, diners, barbershops, restaurants, and banks.

6.1.5. **Guardian Angel Award:** For Washington County's historic sites or structures rescued from possible demolition so they may be reclaimed for further use.

## 6.2 Historic Land Preservation

6.2.1. **Archeology Award:** Work that meets the Secretary of the Interior's Standards for Archaeology (see attachment 2) on major projects in Washington County or surrounding areas that had a direct impact on the history of Washington County.

6.2.2. **Historic Earth Award:** For efforts to save historic sites or land (e.g. battlefields, encampments, cemeteries, parks, etc.) from commercial or residential development in Washington County or surrounding areas that had a direct impact on the history of Washington County and its surrounding areas.

## 6.3 Individuals or Organizational

6.3.1. **Keystone Award:** In recognition of those craftsmen, such as barn wrights, tinsmiths, masons, carpenters, and finishers, who use traditional materials and methods in the preservation process of historic structures within Washington County. Nominations packages must include a portfolio of the nominee's work. The portfolio's work does not have to be projects that were completed in Washington County or New York. Note: The Preservation Award Committee recognizes that traditional materials and methods in the preservation process are not always the best approach when restoring historic structures and case by case exception will be made when evaluating a nomination package.

6.3.2. **Community Pillar Award:** A person, or organization that has demonstrated responsible stewardship of, and a commitment to, the historic integrity of a building, landscape, streetscape, cemetery, park or an individual or group who encourages and participates in preservation opportunities for the benefit of the communities within Washington County.

6.3.2.1. Possible examples for this category could be County/Town/Village boards or individuals that actively support historic preservation.

6.3.3 **Stone Foundation Award:** For a project such as an educational publication, history exhibit or program. Projects nominated in this category must demonstrate that they further historic preservation goals or objectives through education within Washington County.

## **7. Award Voting:**

7.1. Given the small size of the committee and public visibility of the awards program, every attempt should be made to generate consensus decisions among the committee members. Should formal voting be required, agreements will be formalized by a show of hands (if present) or in writing/email (if absentee) and the decision will be considered binding when agreement is reached by 5/9 of the WCHS Preservation Award Committee members. Absentee voting will be authorized. The resolution and vote count will be included in the minutes (if formally convened) or added to the official record.

7.2. WCHS Preservation Awards will be judged for the success they have achieved in the preservation, rehabilitation, restoration, and interpretation of our architectural and cultural heritage. The general evaluation criteria and grade sheets can be found in attachment 2.

7.2.1. An on-site evaluation of each structure nominated for an award will be conducted by quorum of committee members, either individually or in group. Written permission from the property owner will be obtained prior to any on-site evaluation. All WCHS Preservation Award Committee members when conducting on-site evaluations will wear a WCHS badge and carry with the property owner's permission letter.

7.2.1.1. Any interior pictures submitted for the Capstone Interior Award will not be released to the public.

7.2.1.2. Completed nomination package worksheets will be available upon request to the public.

7.2.2. The award may be given posthumously.

7.2.3. There is no requirement to annually award each category.

## **8. Award Ceremony**

8.1. Awardees will be honored at a ceremony in May, during the annual National Historic Preservation Month. The WCHS Board President will present the Community Pillar and Stone Foundation awards. The Historic Preservation Award Committee Chair (or delegated representative) will present all other awards.

8.2. Award winners receive a framed certificate and a cast metal plaque. One cast metal plaque will be awarded per building or person at no expense to the award member. Additional plaques can be purchased at Awardee's expense. The cast metal plaque as a minimum will contain the following information:

8.2.1 “WCHS Historic Preservation Award”

8.2.2. Year of Award.

8.3. Every effort will be made to use a Cornerstone nominee’s facility for the ceremony event.

## **9. Award Nomination Process**

9.1. The nomination package will consist of the following:

9.1.1. \$35 non-refundable one year WCHS membership fee

9.1.2. A concise summary (500 words or less) of the project, program, organization, or individual that is being nominated. Upon receipt and review of the nomination packages, the WCHS Preservation Award Committee will decide what award category and award that the nomination is best suited to be evaluated under.

9.1.2.1 Explain the project, work completed, and why the project is noteworthy, including challenges overcome, unique strategies and activities carried out, impact that this project has had on the community or immediate neighborhood, and a BRIEF architectural or historical significance of the structure.

9.1.3. Submit “before” and “after” images that capture the essence of the project. All images should be clearly titled in the file name by address or project name and designated as “before” or “after.” No more than sixteen (16) digital JPEG images at a minimum resolution of 250 dpi including captions will be accepted.

9.1.4. All nomination packages will be emailed with attached digital files and photos (i.e. Microsoft Word, PDF, etc.) to [wchs@wchs-ny.org](mailto:wchs@wchs-ny.org) by 01 Jan

9.1.5. Supporting brochures, news clippings, letters of support and listing of any awards received will be accepted, if applicable

9.1.6. WCHS Preservation Award Committee members are not authorized to nominate individuals for preservation awards.

9.1.7. Contact information (name, phone number and e-mail address) for Owner, Architect, Contractor and other project partners, if applicable



## **Attachment 1**

### **The Secretary of the Interior's Standards for Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Visit **The Secretary of the Interior's Standards for Rehabilitation** website for the most up to date information at

<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.

Visit **The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation** website for the most up to date information at

[https://www.nps.gov/history/local-law/arch\\_stnds\\_7.htm](https://www.nps.gov/history/local-law/arch_stnds_7.htm).

## Attachment 2

### Historic Preservation Award Worksheet

Historic Structure Awards Address: _____	A	B	A X B
<b>Categories</b>	<b>Score (Low 1-5 High)</b>	<b>Weight</b>	<b>Weighted Score</b>
Historic Significance		X10	
Adherence to Standards of Rehabilitation (N/A for Cornerstone)		X35	
Quality of work		X15	
Degree of Difficulty		X5	
Positive Impact on Community		X10	
Rehabilitation of Structure (Cornerstone Only)		X35	
Overall Application Strength		X25	
			TOTAL:

## Attachment 2

### Historic Preservation Award Worksheet (Cont.)

Individual/Organizational/Archeology Awards: Name: _____	A	B	A X B
<b>Categories</b>	<b>Score (Low 1-5 High)</b>	<b>Weight</b>	<b>Weighted Score</b>
Significant Contributions (N/A for Keystone Award)		X10	
Assignment History/Levels of Responsibility		X10	
Awards and Professional Recognition (N/A for Historic Earth Award)		X5	
Quality of educational contributions		X10	
Quality of Endorsements (N/A for Historic Earth Award)		X5	
Adherence to Standards of Rehabilitation (Historic Earth Award Only)		X20	
Quality of Craftsmanship (Keystone Award Only) (N/A for Historic Earth Award)		X10	
Positive impact on Historic Preservation		X10	
Positive Impact on Community		X35	
Overall Application Strength		X25	
			<b>TOTAL:</b>