

MEMORANDUM

TO: The Honorable Timothy M. Kaine
Governor of Virginia

Members, Virginia General Assembly

FROM: James E. Wootton
Executive Director, Capitol Square Preservation Council

DATE: 1 December 2009

SUBJECT: *2009 Preservation Council Annual Report*

Pursuant to Chapter 976 of the 1999 *Acts of Assembly*, the Capitol Square Preservation Council “shall make a report on its activities and recommendations, if any, annually by December 1 to the Governor and General Assembly.”

It is my pleasure to present the 2009 Annual Report of the Capitol Square Preservation Council. This report reflects the effort and dedication put forth by the members of the Council, and I continue to be honored to serve as their Director.

Please feel free to let me know if you have any questions or if I may be of assistance.

Cc: The Honorable Viola O. Baskerville
The Honorable Bruce F. Jamerson
The Honorable Susan C. Schaar

CAPITOL SQUARE PRESERVATION COUNCIL

Annual Report—December 1st, 2009

Created by the Virginia General Assembly in 1999, the Capitol Square Preservation Council oversees “the architectural, historical, archaeological and landscape features of Capitol Square.” The fourteen-member Council recommends actions for “the enhancement of their historical and architectural integrity” and strategies “that will enhance interpretive and educational opportunities.” Council members “review all plans or proposals for alterations, improvements, additions, renovations or other disposition that is structural or architectural in nature. No implementation of such plans or proposals shall take place prior to review by the Council.” The Council is charged with making a report of its activities to the Governor and General Assembly by December 1st of each year.

2008-2009 Highlights:

- ❑ **Receipt of \$50,000 project award and \$4,000 scholarship award from Virginia chapters, Daughters of the American Revolution.**
- ❑ **Collaboration in transporting and installing a one-year exhibit on Virginia’s Indian tribes in the Capitol Extension**
- ❑ **Collaboration with the Department of General Services and the Department of Historic Resources in restoration of the exterior of the Bell Tower and in repair and restoration of the 1818 Capitol Square fence.**
- ❑ **Creation of a scholarly committee for advice on and review of the script for an introductory movie of the Capitol.**
- ❑ **Receipt of over \$2,600 in honoraria and speaker’s fees.**
- ❑ **Presentation of 80 lectures/tours to academic classes, civic clubs, organizations, and groups.**

The Council's work has been coordinated by Executive Director James E. Wootton since June 2000. In 2009 the Council and Director have pursued the following goals:

Historic Preservation and Conservation--*Develops comprehensive multi-year plan for conservation, restoration and refurbishment of architectural, historical, archaeological, and landscape features of Capitol Square.*

Action: Consulted with architects and with General Services staff on the Bell Tower exterior restoration, conservation of the Capitol Square fence, and landscape design details. Consulted with General Services and Conservation and Recreation staff in preparation of a successful grant application to the National Fish and Wildlife Foundation for projects to manage stormwater on Capitol Square. Reviewed the Capitol Square Landscape Master Plan for adherence to general recommendations and for specific projects.

Inventories and develops a conservation plan, in conjunction with the Library of Virginia (State Library/Artwork Coordinator) and the Clerks of the House and Senate, for all works of art, including paintings, sculpture, decorative arts and antique furniture in a manner consistent with House Bill 1206.

Action: Maintained ongoing working relationship with the acting Curator of the State Art Collection, Library of Virginia. Participated with the Curator and Capitol Historian to develop room and object labels and text for public areas throughout the Capitol. Assisted in advising on a proposed bust of Andrew Lewis to be placed in the Old Hall of the House of Delegates. Participated in establishing a formal relationship with the Library of Virginia to develop future exhibits for the Capitol.

Develops plans for the identification, preservation, and scholarly research of archives related to the Capitol, including written works, photographs, and electronic recordings.

Action: Managed a summer research intern who examined the history of the site of the Bell Tower and of the Bell Tower itself. The research was underwritten by a \$4,000 grant from the Virginia chapters, Daughters of the American Revolution. Received copies of manuscripts written by David Crockett Richardson, a survivor of the 1870 "Capitol Disaster."

Administrative--*Carries out policies developed by the Council and reports, as requested, to the Council. Serves as a liaison with the Clerk of the House of Delegates, Clerk of the Senate, Secretary of Administration, Art and Architectural Review Board, and Department of General Services.*

Action: Reported to Council at four quarterly meetings and at three committee meetings. Participated with committees to pursue publication of a history of Capitol Square and to receive nominations for the Preservation Council. Liaison between the Virginia Capitol Foundation, the Citizens Advisory Council for the Executive Mansion, and other state agencies on restoration and conservation projects. Daily interaction with state agencies.

Provides administrative support to the Council and performs other such duties as may be assigned by the Council.

Action: See above. Regularly reported to the Council Chair in person and by email and phone. Recorded and distributed minutes of quarterly meetings and notes of committee meetings to Council members. Managed Council correspondence, inquiries, and financial records.

Schedules and conducts periodic meetings of the Council. Coordinates programs and presentations to the Council.

Action: Scheduled four quarterly Council meetings and three committee meetings. Coordinated agendas with the Council Chair. Arranged for special presentations from the Department of General Services, the Library of Virginia, the Virginia Capitol Foundation, and the Department of Conservation and Recreation. Scheduled a special presentation by the City of Richmond's Director of Community Development.

Represents the Council before legislative committees as necessary to fulfill the requirements of the enabling legislation.

Action: Worked with the Clerk of the House and the Clerk of the Senate on developing and installing a temporary exhibit on Virginia's Indian tribes. Collaborated with the Virginia Capitol Foundation to review and revise proposed donor guidelines.

Develops and administers the Council budget. Complies with State procurement regulations.

Action: Fulfilled monthly budget report requirements through the Department of Legislative Services. Reviewed and submitted invoices, gifts, honoraria, and reimbursements. Distributed

travel reimbursement materials to Council members as appropriate. Supplemented FY2008-2009 budget with scholarship funds and with honoraria.

Initiates and coordinates fund raising activities as may be required to implement plans adopted by the Council.

Action: Collaborated with the Executive Director, Virginia Capitol Preservation Foundation, in securing \$50,000 from Virginia chapters, Daughters of the American Revolution, for restoration of the Bell Tower. (Total donations to date of \$75,000.) Received \$2,625 in speaker fees and honoraria, including a \$1,000 award earmarked for the Capitol film, "Keepers of the Flame." Special private tours throughout the year offered to potential donors.

Interpretive Programs--*Develops programs to interpret the history of the Capitol and its environs.*

Action: Presented 80 lectures or walking tours to the general public and to Elderhostel classes from the College of William and Mary and from Virginia Commonwealth University. Updated lecture content on the Capitol's history and restoration. Also lectured to groups and historical societies throughout Virginia.

Works with the Capitol hostesses [guides] to enhance further the existing visitor services program and accommodate tourists, school children, and special guests of the Governor and General Assembly.

Action: Worked with acting Curator and with Capitol Historian to provide improved and expanded labels and text throughout the Capitol. Participated in a committee to update the Capitol's printed brochure. Regularly received and distributed research findings with the Capitol Historian for use in interpreting the Capitol.

Utilizes all forms of information technology to educate the public about the history and modern day uses of the Capitol.

Action: Worked with House technology staff to update the Council's website. Edited and reviewed text and recorded the narrative for an online virtual tour of the Capitol. Updated PowerPoint presentations on the Capitol's history and restoration.

Publishes materials as approved by the Council.

Action: Edited the text of the intern report on the history of the Bell Tower. Received a proposal from two authors to complete a manuscript on the history of Capitol Square.

Capital Development and Improvement--*In cooperation with the Clerks of the House and Senate, Art and Architectural Review Board, Secretary of Administration, and Department of General Services, develops plans and recommendations for the maintenance and preservation of the architectural, historical, archaeological and landscape features of Capitol Square and for the enhancement of their historical and architectural integrity.*

Action: Participated with staff members in developing a successful grant for enhancements on Capitol Square to manage stormwater. Reviewed actions taken to restore the exterior of the Bell Tower and to repair and restore the 1818 Capitol Square fence. With consent of the Clerks and the Secretary of Administration, wrote a successful application for the Capitol to receive a Virginia Scenic Rivers Tourism Award.

Works closely with the Department of General Services in developing capital budget requests and appropriations for construction, renovation and improvements to the Capitol Square structures and grounds and in making recommendations to the Governor and General Assembly.

Action: Maintained ongoing working relationship with Department of General Services and with his staff. Maintained a memorandum of agreement with the Director of General Services for projects involving Capitol Square Preservation Council, as required by enabling legislation.