

TOWN OF HUNTINGTON

**TOWN CLERK'S RECORDS CENTER
AND ARCHIVES**

JO-ANN RAIA, TOWN CLERK/RMO

A GUIDE TO THE
ARCHIVAL RECORDS AND MANUSCRIPTS

1994

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**Compiled by
Antonia S. Mattheou, Archivist Historian**

Front Cover Illustration: Derived from the 1775 Liberty coin. The Town of Huntington dates back to 1653, and was the fifth settled Town (E is the fifth letter of the alphabet) in Suffolk County from the West.

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ORGANIZATION AND LOCATION

The Records Management Program is a Division of the Town Clerk's Department. The Program encompasses two facilities, The Records Center and the Archives. Both of the facilities are located at the following address:

Huntington Town Hall
100 Main Street
Huntington, NY 11743-6991

Further inquiries may be directed to the following phone numbers:

Records Administrator or Archivist	(516) 351-3271
Records Management Asst.	(516) 351-2838
FAX	(516) 351-3205

ACKNOWLEDGEMENTS

Recognition should be given to Jo-Ann Raia, Town Clerk of the Town of Huntington, and Stacy Colamussi, Records Administrator, for their appreciation of the importance of a Records Management Program, and their continual effort & dedication to the expansion and improvement of the program year after year.

Thanks is given to the State Archives and Records Administration (SARA), for without the grant funding the Town has received over the past three years the program would not exist as it is today.

Thanks is also given to Arthur F. Sniffin, Regional Advisory Officer for SARA, for his advice and neverending support.

The Town Clerk's Records Center & Archives expresses its deep appreciation to Rufus B. Langhans, Town Historian, for safeguarding the manuscripts before the program was developed, and for publishing some of those records.

Acknowledgement should be given to Antonia S. Mattheou and Carin Casey, both Project Archivists, who have dedicated themselves thru 1994 to arranging and describing the archival records of the Town of Huntington. Special thanks to Antonia for putting it all together and creating *The Guide to the Archival Records and Manuscripts of the Town of Huntington*.

Acknowledgement should also be given to Thomas A. Fordham, Jr., Records Management Assistant, for his patience and computer skills, without which this guide wouldn't have been finished.

PREFACE

This edition of *The Guide to the Archival Records and Manuscripts of the Town of Huntington* is a comprehensive study of the Town's records. It has been designed to encompass the record groups and series as well as to explain the access policies of the Archives. It is intended for a general audience, and should be particularly useful to those seeking a broad overview of the repository's holdings, as well as the Town's history.

The records of the Town of Huntington were surveyed during the initial creation of the Archives in 1993. The processing was supported by a grant from the State of New York. Due to time limitations some collections have not been completely processed. It is hoped that more funding in the future will enable the staff of the Records Center and Archives to devote more time to these valuable collections.

The guide is divided into two parts: the first part contains all access policies and forms for the Archives, and the second is devoted to the repository's collections. A brief history of the Town, and a list of important dates is also included in the second part of this guide. The records are organized into Record Groups. The numerical order from one subject to another relates to the importance of the department of origin. Divisions within the same department have been combined into the same section of the guide. For example, files from the Division of Building and Housing, and the Division of Traffic Safety & Transportation Planning can be found together under Record Group 9 Department of Engineering Services. The same method is used for projects generated by the same department.

The Guide to the Archival Records and Manuscripts of the Town of Huntington, together with more specialized manuals available in the Archives, form the core of our reference library. These manuals, one for each record group, contain detailed finding aids for each collection. The finding aids include an introduction, history of the division of origin, scope and content of the records, sub-groups and series, key of symbols, and box/folder content lists. Notable or significant documents within the folders are listed both on the folder and the content list. Finding aids of collections including material related to other record groups, contain a cross-reference note providing supplementary information.

Antonia S. Mattheou

PURPOSE OF THE ARCHIVES

The Archives of the Town of Huntington

**collects
preserves
and
provides access to**

the official records of the Town of Huntington. Records worthy of preservation are those with valuable information about the Town's past - information that is essential when charting current and future activities. As Winston Churchill said, "The longer you can look back, the further you can look forward."

The material the Archives maintains is necessary for legal, fiscal, and administrative documentation as well as for the Town's historical needs.

Archival sources

- provide information on the history of the Town**
- allow us to draw on practical solutions from the past to avoid wasting time and resources**
- make records available to the researcher in a more efficient way**
- substantiate legal claims and contentions.**

Because our holdings are unique, the Archives is also used by individuals engaged in historical research and education. The Records Center and Archives contains records related to the Town of Huntington from 1656 to the present. For a further description of the records, see the Record Group classification and the finding aid for each collection.

We encourage you to visit. The following pages will describe what we have and how to use our services.

RECORDS ACCESS POLICY

These rules are designed to protect archival records and assure that they will be available for future use.

Staff and Consultants

Town Hall personnel have access to all active and inactive records needed in the performance of their Town Hall related business with the exception of those files deemed inaccessible according to the Freedom of Information law. For individuals interested in a particular subject for reasons of a different nature - for example, research for graduate work-- the access policy for outside researchers applies.

Former employees of the Town will be granted access to records created by them in the course of their work, if such disclosure is not deemed harmful to the interests of the Town of Huntington. This determination will be made by the Records Management Officer/Town Clerk, guided by concerns of confidentiality, business relationships, and Town Hall's privacy principles.

Outside Researchers

Access to records by outside researchers is at the discretion of the Archivist or Records Administrator who consults with the Town Clerk/Records Management Officer when questions arise. All archival records are available upon completion of the appropriate forms, except those deemed inaccessible by the Freedom of Information law, or unless they are too fragile and hard to handle. Policy guidelines have been defined to protect the interests of the Town of Huntington and to assist the researcher.

Material requested by outside researchers are reviewed by the Archives staff before being given to the researcher. If the files contain confidential material, the appropriate Director is asked to approve, or deny the access request in writing through the Freedom of Information Request form.

Permission to examine is not authorization to publish. Such authorization must be requested in writing, and approval obtained according to records access policy.

A staff person is available to provide assistance and to discuss research requirements. The more complex the project, the more important it is that we have a clear understanding of what you need and why you need it. The Archives has guidelines that you can use when doing research. Basic collection descriptions are on the IBM/486SX-25. Printouts from the database are available upon request.

RECORDS ACCESS POLICY - Cont'd

Protection of Materials

Archival documents do not circulate. Because of the irreplaceable and often fragile nature of many of the materials, both staff and users have the obligation of preserving them for future use. Persons unwilling to cooperate in protecting materials may be asked to leave and may be denied access in the future.

Security. Users are asked to store coats, briefcases, and other personal possessions not essential to their work at the coatrack by the entrance. Materials are to be used only in the processing room, and the quantity of materials examined at any one time may be limited. Materials are issued for the exclusive use of the person requesting them and should be returned to staff when research has been completed. Notes or personal property of users may be examined by staff upon departure.

Handling. All materials must be handled with great care. Users of original materials are expected to take notes in pencil, unless special permission has been received for other arrangements. Materials should be kept flat on the reading table; nothing (including elbows) should be placed on them; and pencils must be kept well away. It is the user's responsibility to maintain the existing order of materials being examined; the staff should be notified promptly of any apparent disarrangement. Smoking, eating, and drinking are not permitted in the reading room.

Photocopying. In most cases, photocopying must be performed by staff members. The charge is 25 cents per exposure. Limited requests for photocopying normally are fulfilled within one working day, subject to staff availability and condition of equipment. Materials can be photocopied unless very fragile or difficult to handle.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

Adherence to copyright law is the responsibility of the researcher.

The copyright law of the United States (Title 17, United States Code), governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law. A researcher should consult with the staff of this office for further information on copyright law and how it applies to his/her research.

COLLECTIVE DESCRIPTION OF RECORD GROUPS

RECORD GROUP	SUB-GROUP	SERIES
1. Town Clerk	Town Clerk's Records Center Files of the Town Clerk (A-Z)	Elections Chrono-Subject Files Historical Manuscripts Vital Records Legal Files Board Files
2. Town Attorney	Law Division Enforcement Division Security Division Accessory Apartment Review Bd.	Litigations (A-Z) Contracts Certioraris
3. Audit & Control	Accounts Comptroller Division Payroll Division Purchasing Division Data Processing Division Deferred Compensation Plan	Divisional Documentation General Reference
4. Supervisor	Projects (A-Z) Civil Defense/Aux. Police Youth Bureau (see RG 22) Office of Personnel	Committees Bd. of Directors Files Printed Materials Departmental Files Studies/Reports Fiscal Chrono Files Subject Files

COLLECTIVE DESCRIPTION OF RECORD GROUPS (Cont'd)

RECORD GROUP	SUB-GROUP	SERIES
5.	Parks & Recreation	Beaches Rifle Range Parks Maintenance Marinas Crab Meadow Golf Course Dix Hills Park
		Permits Reports
6.	Environmental Refuse Districts Control Division	Scale House/Landfill Sewage Treatment Plants Solid Waste Mgmt/Recycling Harbors & Waterways Dog Control
		Permits General Reference (Articles, Manuals, Announcements) Reports/Studies Subject Files
7.	Human Services	Office of Minority Affairs Senior Citizens Handicapped
		Programs/Services Printed Material
8.	Engineering Department	Building & Housing Fire Prevention Bureau Transportation & Traffic Safety DMWD
		Inspections/Permits Plans (see RG 10) Printed Material Contracts Office Files Reports/Studies
9.	Highway Department	Administrative Office Divisions (A-Z) Index of Highways Boundaries
		Office Files Services (Permits, Street Dedications)
10.	General Services	
		Office Files

COLLECTIVE DESCRIPTION OF RECORD GROUPS (Cont'd)

RECORD GROUP	SUB-GROUP	SERIES
11.	Maps & Plans Arrangement Area	Alpha-Building Name Exhibits
12.	Zoning Board of Appeals	Hearings Minutes
13.	Historian	Office Files Printed Material
14.	Planning	Minutes Div. of Land Management Subdivision Printed Material
15.	Receiver of Taxes	Subject Files
16.	Youth Bureau	
17.	Photographs	Indexed by Department

**Town of Huntington
Town Clerk's
Records Center & Archives
Jo-Ann Raia/RMO**

Records Transmittal/Label Form

* SAMPLE ARCHIVES TRANSMITTAL/LABEL FORM GOES HERE *

**Town of Huntington
Town Clerk's
Records Center & Archives
Jo-Ann Raia/RMO**

Application for Use of Archival Records

Full Name _____
(Please print)

Business Address _____

Permanent Address _____

Business Phone _____ Home Phone _____

Organizational/Institutional Affiliation _____

I hereby request permission to examine the records noted below for the following purpose: _____

The anticipated final product of my research (e.g. article, etc.) is: _____

In consideration of my being granted permission to use in any way the Town of Huntington Archives, and the materials contained therein I agree to (i) comply with all of the terms set forth in the Records Access Policy; (ii) give proper credit to the Town of Huntington for any manuscript or excerpt from the Town's collection; (iii) indemnify and hold harmless the Town of Huntington, its officers, employees, and agents from and against all claims resulting from my use of the material made by any person asserting that he is owner of the common law copyright. I hereby warrant that I have read the rules governing the use of the materials and agree to abide by them.

Signature of Researcher _____
Date

Accepted by:

Signature of Authorized Archives Representative _____
Date

FOR USE BY ARCHIVES ONLY

Records Examined: _____

**Town of Huntington
Town Clerk's
Records Center & Archives
Jo-Ann Raia/RMO**

Reference Request Form

Date _____

Requestor _____

Address _____

Phone _____

Records Requested (Description,
Dates): _____

Location of Records _____

Purpose of
Inquiry _____

Form of Request (check one):

Mail _____ Telephone _____

Fax _____ Other _____

Remarks: _____

Processed
by: _____

Huntington Town History

The Town of Huntington, approximately one hundred square miles in size, sits at the northwestern end of Suffolk County, thirty-seven miles east of New York City. It is bounded on the south by Babylon, on the west by Oyster Bay and on the east by Islip and Smithtown. The northern boundary is a fifty-one-mile shoreline along Long Island Sound.

Huntington encompasses the unincorporated hamlets of Centerport, Cold Spring Harbor, Commack, Dix Hills, East Northport, Eaton's Neck, Elwood, Fort Salonga, Greenlawn, Halesite, Half Hollow Hills, Huntington Station, Huntington Village, Melville, South Huntington and West Hills. The Town also includes four incorporated villages that have certain autonomous governmental powers: Asharoken, Huntington Bay, Lloyd Harbor and Northport.

The Town of Huntington dates from 2 April 1653, when Richard Holbrook, Robert Williams and Daniel Whitehead, all of Oyster Bay, bought from Raseokan, Sachem of the Matinecock tribe, a parcel of land that is now known as "the First Purchase." The Oyster Bay men immediately turned the land over to a group of white men who had already settled within its boundaries. This first purchase was bordered on the west by Cold Spring Harbor, on the east by Northport Harbor, on the south by what is now known as Old Country Road and on the north by Long Island Sound. As time went on, other land was purchased from the Indians, gradually extending the limits of the town from Long Island Sound on the north to Great South Bay on the south, and from Oyster Bay on the west to Smithtown and Islip on the east. In 1872 the town was divided, the southern portion becoming the Town of Babylon.

Most of the early settlers were English people who came to Huntington by way of Massachusetts and Connecticut. As a result, they felt more of a kinship with New England than with their Dutch neighbors to the west in New Amsterdam. The town in fact voted in 1660 to place itself under the jurisdiction of Connecticut to gain some protection from the Dutch. Following the custom of New England, the earliest form of government in Huntington was the Town Meeting. Called as the need arose, free men of the town gathered to distribute town-held land, resolve disputes, regulate the pasturing of cattle on town land, engage schoolmasters, appoint someone to keep the ordinary (public house) and maintain the roads, as well as resolve any other matters that concerned the town as a whole. For example, the people of Huntington showed their interest in education very soon after the founding of the town. The Town Meeting voted on February 11, 1657 to hire Jonas Houldsworth as the first schoolmaster. In 1660 the town voted to build a schoolhouse.

Huntington Town History (Cont'd)

When in 1664 the Duke of York became proprietor of the area formerly known as New Netherland, he (in the person of Governor Richard Nicholls) informed Connecticut that by virtue of his royal patent they no longer had any claim to any territory on Long Island. Governor Nicholls summoned representatives of each town on Long Island to meet in Hempstead early in 1665. The representatives were required to bring with them evidence of title to their land and to receive new grants affirming that title. The Hempstead Convention also adopted the "Duke's Laws," which regulated virtually every area of life. At this time, too, Long Island, Staten Island and Westchester were formed into an entity called "Yorkshire," which was divided into three parts, or "ridings," as land was divided in England. Suffolk County, including Huntington, became part of the East Riding. With some modifications, including the abolition of "Yorkshire" and "ridings," this was the form that the government of New York retained until the Revolution.

Governor Thomas Dongan issued a patent in 1688 that confirmed the earlier Nicholls Patent. In addition, it mandated the creation of "Trustees" to manage and distribute town-owned land. The Trustees, like other town officials, were chosen at a Town Meeting. The Dongan Patent also authorized the creation and use of a seal, which is still in use today.

In the years between the first settlement of the town and the start of the American Revolution, Huntington became an established community. The earliest settlers clustered near what became known as the "town spot", the site of the present Village Green. As the town prospered and grew, people moved to fill the outlying areas. In addition to the many farms that were established in remote as well as central portions of the town, the town included a school, a church, flour mills, saw mills, brickyards, tanneries, a town dock and a fort.

Huntington's fine harbor meant that shipping became an important part of the economy. The harbor was a busy place, with vessels traveling not only to and from other ports along the Sound but also as far as the West Indies.⁷ Shipmaking and related nautical businesses prospered, since water was for many years by far the most efficient way to transport both goods and people. In the first half of the nineteenth century, Cold Spring Harbor was a busy whaling port, second on Long Island only to Sag Harbor.

⁷ Huntington Town Records, Including Babylon, Long Island, N.Y. 1688-1775.
Charles R. Street, ed. N.Y.: Huntington, 1888, reprinted 1956. Vol. II, p. viii.

Huntington Town History (Cont'd)

In June 1774 Huntington adopted a "Declaration of Rights" affirming "that every freemans property is absolutely his own" and that taxation without representation is a violation of the rights of British subjects. The Declaration of Rights also called for the colonies to unite in a refusal to do business with Great Britain. Two years later, news of the Declaration of Independence was received with great enthusiasm in Huntington, but the euphoria was short-lived. Following the defeat of the rebel forces at the Battle of Long Island on August 27, 1776 Long Island was occupied by the British Army. Residents were required to take oaths of allegiance to the Crown. If a man refused to take the oath, he and his family could be turned off their property, losing everything. In 1782 the occupying army established an encampment in Huntington's Old Burying Ground, razing tombstones to clear the site. Not surprisingly, many townspeople resisted, waging guerilla warfare until the war was over and the British left in 1783.

Nathan Hale landed at Huntington in 1776, coming by boat from Norwalk, Connecticut on a spying mission for George Washington. Sent to gather information about the British forces on Long Island and in New York City, he was captured and executed in New York City in September 1776. A memorial stands at the approximate site of his coming ashore in Huntington, an area now known as Halesite.

Slavery existed in Huntington until the beginning of the nineteenth century. Farmers relied on slave labor for help in the fields and it was a mark of status to have black slaves as domestic servants, but rarely did a person own more than a few slaves. For example, according to a 1755 census, there were 81 slaves belonging to 35 families in Huntington.⁸ Unlike the South, the economy was not heavily dependent on slave labor. The New York State Legislature passed an act in 1799 allowing for the gradual abolition of slavery.

The War of 1812 did not touch Huntington as had the Revolution, but the town was prepared. "On one occasion a corps of 200 militiamen marched from Huntington to Lloyd's Neck on the circulation of a report [untrue] that the British were there effecting a landing in force."⁹ In November 1814 the Town Meeting voted that \$207.86 be paid by the town for costs incurred in preparing its defense.¹⁰

⁸ A History of Long Island From Its Earliest Settlement to the Present Time. Peter Ross, William S. Pelletreau. New York: The Lewis Publishing Company, 1903. 3 volumes. Vol. II, p.183.

⁹ Ibid., Vol. I, p.253

¹⁰ Op. cit., p.271-273+

Huntington Town History (Cont'd)

Huntington's best-known resident, Walt Whitman, was born in West Hills in 1819. His family moved to Brooklyn when he was a child but he returned to Long Island as a young man. At the age of 19 he founded The Long-Islander, a Huntington newspaper still in existence.

The railroad was extended from Syosset to Northport in 1867. The arrival of the railroad in Huntington presaged the decline of the maritime economy, although shipping was important until approximately the turn of the twentieth century. Since shipping had long been an important part of the life and economy of Huntington, the town had not been unconnected to the rest of the world. With the increased accessibility of Long Island due to steamboats, trains and later automobiles, Huntington became physically less isolated. Residents of New York City were able to easily visit Huntington, as had not been possible in earlier days. Cold Spring Harbor became a popular summer resort.

When World War II ended in 1945 the population of Huntington, like that of Long Island as a whole, exploded. After almost 200 years of gradual growth, the population of the town mushroomed. Huntington had approximately 32,000 residents in 1940. By 1960 there were 126,00 inhabitants. By the 1980's the population had gone over the 200,00 mark. With the enormous growth of the town its rural landscape changed. Farms and vacant land disappeared, replaced by housing, schools, highways, recreational facilities and new and expanding business and industry.

IMPORTANT DATES

- 1653, April 2 The "First Purchase" of land from the Indians, signifying the founding of Huntington.
- 1657, February 11 Jonas Holdsworth is hired as the first schoolmaster.
- 1660 The Town voted to build a schoolhouse.
- 1660, February 4 Jonas Holdsworth was given the title of Clerk for Town and Court.
- 1661 Jonathan Rogers was chosen as the Town's "Rate-gatherer".
- 1665 The first church building was erected, and Reverend William Leverich became the first minister in Huntington.
- 1688 The Thomas Dongan patent mandated the creation of "Trustees" to manage and distribute Town-owned lands.
- 1694, April 9 John Adams was chosen Supervisor.
- 1759, June 29 A circulation library was started.
- 1774, June Huntington adopts a "Declaration of Rights", affirming that "every freeman's property is absolutely his own".
- 1776, August 27 Long Island was occupied by the British Army.
- 1842 The railroad makes its appearance in Huntington.
- 1867 The railroad was extended from Syosset to Northport.
- 1872 The Town of Huntington is divided. The southern portion becomes the Town of Babylon.
- 1894 The Village of Northport is Incorporated.
- 1909, April 7 Shepherd M. Scudder was elected to the Office of the Collector. This title was changed to Receiver of Taxes in 1911.
- 1924 Huntington Bay is Incorporated.
- 1925 The Village of Asharoken is Incorporated.

IMPORTANT DATES (Continued)

1926	The Village of Lloyd Harbor is Incorporated.
1928	The Planning Board was established.
1934	The first zoning ordinance was adopted.
1965	The Department of Engineering Services was created. It was formerly known as the Department of Building and Housing.
1969	The Comptroller's Division was created.
1981	The Department of Recreational Facilities was established. It was entirely restructured in 1982 as the Department of Parks & Recreation.
1981	The Department of Environmental Control was established.
1982, September 14	The Department of the Supervisor was formally established.
1983, January 25	The Town Clerk's Department was formally established.
1988	The Youth Bureau Division was added to the Department of the Supervisor.

RG1 TOWN CLERK

Introduction

The records of the Department of the Town Clerk described in this finding aid cover the years 1656-1992 and total 427 linear feet. They form Record Group 1 in the *Guide to the Archival Records and Manuscripts*.

The records are open for research under the conditions of the Records Access Policy.

Finding Aids: box/folder list, hard copy and computer database.

History of the Department

The position of the Recorder/Town Clerk has been in existence since the founding of the Town of Huntington in 1653. Recorders and later Town Clerks were responsible for recording town events in thin bound volumes with paste-board covers. The first Recorder of the Township of Huntington was Thomas Powell who "extracted a true copy of the original Indian Deed of Half Neck, 1657, July 23 (Huntington Town Records - VI p.12-13). The first record of a town meeting is dated 1659, six years after white men were purchasing land from Indians. The earlier records in the Town Clerk's office date 1657 through 1660 and consists of Indian Deeds and minutes of civil and criminal trials. It is difficult to prove whether records weren't kept during the first years or were kept on loose papers, and gradually disappeared. Each Recorder/Town Clerk filed the records in the "Town Chest" with "TOWN", done in brown nails, on it's cover. The chest was in the custody of each elected Town Clerk, who kept it at his residence. As the Town grew, space was rented in a building for Town purposes. In 1910 the Town Hall building was erected on Main Street, where Town business was conducted until September 1979, when Town Hall was moved to its current location.

Over the years the Town Clerk took up more responsibilities. The title "Clarke for Towne and Corte" was given for the first time to Jonas Holdsworth at the Town Meeting of 1660, Feb. 4 (Huntington Town Records - VI p.22-23). He was an educated Englishman and became the first school teacher in Huntington (Huntington Town Records - VI p.8-10 Feb. 11, 1657 Town Meeting). As town owned land reached very narrow limits, the supervisor, town clerk and assessors, acted as trustees. In September of 1842, the Inspectors of Election - Supervisor, Town Clerk and five assessors - met and divided the town into four election districts. In 1929, under state law the trustees were abolished and the Town Board, made up of supervisor, town clerk and four justices of the peace, took over their duties. On August 1, 1933, the town clerk was dropped from the Town Board by vote.

RG1 TOWN CLERK

History of the Department (cont'd)

On January 25, 1983 the Town Clerk Department of the Town of Huntington was established according to local law No 3-1983. The Town Clerk, a four year term of office as of Nov. 1983 (see local law No 2-81), is the Chief Executive Officer of the Department with power and authority to: appoint and remove officers and employees in the department in accordance with the Civil Service Law; appoint three deputies to act on her/his behalf; administer, supervise and manage all necessary procedures regarding the issuance of licenses and permits authorized under law on behalf of the Town of Huntington; keep and maintain records thereon and collect all required fees; supervise all official proceedings and acts of the Town Board; arrange the posting and publication of all public and legal notices; keep and safeguard complete and accurate records of official proceedings and act of Town Board and of every board of improvement district of the town; administer, supervise and manage the filing and recording of all certificates, oaths and other papers and documents required by law; and to serve as Registrar of vital statistics.

Scope and Content of the Records

The records of the Town Clerk's Department cover the years 1656-1993. Except for some gaps in the early years the policy making files are essentially complete. In addition to the Department, all of the Departments and subdivisions of the Town Hall of Huntington are well-documented at general programmatic levels. The best overall view of the Department's functions can be found in the vital statistics, reports, and budgets. Among the best documented topics are zoning hearings, town elections and highway dedications.

The records are arranged in series by subject, usually in some order of priority. The file organization established by the office staff has been maintained. Within the series the records are arranged in either alphabetical or chronological order. There are many published guides and reports in this Record Group, but the vast majority of the material is typewritten paper records. Duplicate copies, multiple announcements of events and virtually all material not related to the Town Clerk's Department were removed from the collection along with rusted paper clips and binders. Some binders were kept as samples of the binding of materials used by the Department. Many documents are very fragile and damaged. Therefore, more attention and time should be devoted to them in the future.

RG1 TOWN CLERK

Collective Description of Series and Sub-series

The Town Clerk's Department papers have been arranged into series representing the grouping of files created by the Town Clerk and the Department's staff. The series are:

- I. **Board Files**, 1873-1992, 23 linear feet
arranged chronologically by type of record
minutes, agendas and resolutions of the Planning Board and the Town Board.
- II. **Chrono Files**, 1929-1991, 103 linear feet
arranged chronologically
budget reports, audits, ledgers, journals, property assessments, and tax statements.
- III. **Elections**, 1935-1990, 33 linear feet
arranged chronologically
poll lists, ballots, referendum records of each district within the Town of Huntington.
- IV. **Historical Manuscripts**, 1656-1913, 18.5 linear feet
this is the most interesting series in the collection, and has been arranged chronologically by the type of record
deeds, indentures, memorandums, receipts, and printed material.
The four (4) sub-series that have been created within this series are described on the next page.
- V. **Legal Files**, 1822-1992, 117 linear feet
arranged alphabetically by type of record
hearings and legal files mainly from the Town Attorney's Department.
- VI. **Subject Files**, 1892-1990, 82 linear feet
arranged alphabetically by subject
reports, agendas, of annual meetings and events, correspondence, programs.
- VII. **Vital Statistics**, 1927-1993, 12 linear feet
arranged chronologically by type of record
birth certificates, marriage licenses, burial permits, and correspondence.

RG1 TOWN CLERK
Series Historical Manuscripts
Sub-series Trustees

5 Boxes, 14 Vols., 1688-1928

The Trustees came into existence as a result of the Dongan Patent in 1688. According to the provisions of the Patent, land not granted by the town to individuals was to be held in common. The nine (later reduced to seven) Trustees were empowered to "acquire, hold, manage and dispose of real and personal property..." Like other town officials, the Trustees were elected at the Town Meeting.

By 1872 the amount of town-owned land had significantly decreased. A law was passed by the New York State legislature that abolished the separate office of Trustee and shifted the responsibilities of the office to the Supervisor, town clerk and assessor. This new Board of Trustees was "vested with all the rights, privileges, powers, duties and jurisdiction heretofore enjoyed and exercised by such Trustees, over the real and personal property of the Town of Huntington".¹¹

The Trustees were also responsible for the leasing of town-owned property for various purposes. The grass that grew upon the marshy necks of town was valued by settlers as a source of thatch. This property was leased to individuals who wanted to harvest the thatch. Oyster beds were also leased.

The position of trustee was terminated by state law in 1929, and the Town Board took over what remained of the duties.

The records are divided into four major headings.

Minutes & Accounts

- | | | |
|-------------|-----------|-----------|
| a. Minutes | 4 volumes | 1837-1928 |
| b. Accounts | 1 volume | 1872-1888 |

Land Grants

- | | | |
|-----------------------|-----------|-----------|
| a. Surveys and Grants | 3 volumes | 1688-1802 |
| b. Index to Surveys | 2 volumes | n.d. |

Leases

- | | | |
|------------------|-----------|-------------------|
| a. Thatch Leases | 1 box | 1755-1860, w/gaps |
| b. Oyster Leases | 4 volumes | 1879-1918 |

Deeds

4 boxes (partial) 1698-1802
(see Loose Documents Box List)

The Land Grant records have been published by the Town Historian.

¹¹ Huntington Town Records, Vol. III, p. 620

RG1 **TOWN CLERK**
Series **Historical Manuscripts**
Sub-series **Schools**

2 volumes, n.d., 1815-1872

Beginning with the hiring of Jonas Houldsworth as the town's first schoolmaster in 1657, Huntington hired schoolmasters independently of any other town. This practice continued throughout the colonial period, but obviously as the town grew and the population spread out, there was a need for more than one school building. With the establishment of the United States, and a growing population, public education began to be a little more centralized. "Reports through the early 1800s list eighteen whole districts and five part districts"¹² in Huntington.

In 1795 the State Legislature gave Suffolk County money to establish free schools. The supervisors of each town in the county would meet and distribute funds to each town. In 1812 the state passed a law establishing common schools. This law provided for a certain amount of money to be given to the county for allocation to each town. Each town was then to collect by tax a matching sum. Commissioners were elected to allocate the money to each school in town. In 1857 the Legislature created the Huntington Union School District, with a Board of Education presiding.

The School records describe the boundaries of each school district, records of monies paid to each district, the number of students, amount paid to teachers as well as the amount allotted to the library.

Schools Vol. I

1 volume, n.d., 1815-1871

School Money Disbursed by Supervisor

1 volume, 1865-1866

¹² Sammis, p. 59

RG1 TOWN CLERK
Series Historical Manuscripts
Sub-series Overseers of the Poor

1 vol., 1805-1862

The Overseers of the Poor were created in the mid-eighteenth century. In the very beginning of the town's history, needy persons were taken in by individuals who were compensated by the town. Each situation was handled individually at a Town Meeting. This case-by-case response became unwieldy as the town grew. According to the minutes of the Town Meeting on May 3, 1757, the same men chosen to be Trustees were also authorized to act as Overseers of the Poor. By 1763 the Overseers were a separate body, elected at the Town Meeting along with the other town officials. They were responsible for the care and maintenance of indigent residents of Huntington. Poor individuals, both children and adults, were placed with people who would in return be paid by the town. If a person could work for food and clothing, he/she did. If not, the town provided the essentials.

Former slaves sometimes came under the care of the Overseers. According to the 1799 law that provided for the gradual abolition of slavery in New York State, the owner of a child's mother became custodian of that child. If the owner did not wish to be responsible for the child, he/she would become the responsibility of the Overseers of the Poor.

Beginning in 1821 the poor of Huntington were no longer "bound out" to their more prosperous neighbors, but were housed in one facility maintained by the town. This system continued until 1871, when the County Home at Yaphank superseded the town arrangement.

The records detail the names of the poor, to whom they were bound, and the amount paid for their support. It also lists any deaths among the people in the charge of the Overseers.

The records of the Overseers of the Poor have been published by the Town Historian.

RG1 TOWN CLERK
Series Historical Manuscripts
Sub-series War Claims

2 Volumes, 1776-1783

Following the defeat of the American forces at the Battle of Long Island in August 1776, Huntington, like all of Long Island, was occupied by the British. During that time, residents were required to provide the occupying army with material, livestock and provisions for both man and beast. "The service required of the inhabitants from 1776 onwards varied according to the needs or plans of the British commanders."¹³ Very often wagons and horses or oxen were commandeered to cart provisions or baggage all over Long Island. Sometimes the owner of the animals and wagon was the driver, sometimes not. Sometimes the owner got his wagon and livestock back, sometimes not.

Receipts signed by the officer making the requisition were given, and claims for payment were submitted. Unfortunately, payment was rarely made.

These volumes contain the receipts and claims. Volume 1 is made up of small volumes bound together. They are "Accounts of the Inhabitants of Huntington which never was Paid Entered in this Book", "Acct. of service for Government [sic]" and records of claims made by various residents of Huntington. Volume 2 consists of individual sheets of paper that have been glued to the pages of a larger volume. They do not appear to be in any order.

¹³ The Irony of Submission: The British Occupation of Huntington and Long Island.
Lois J. Meyer, [Huntington], 1992

RG2 TOWN ATTORNEY

Introduction

The records of the Town Attorney span the years 1930 thru 1990, and total 8516 linear feet. They consist of litigations and Zoning Board resolutions and are filed chronologically by case number.

Access to the records of the Town Attorney is subject to privilege.

Finding Aids: folder list, hard copy, and computer database.

History of the Department

Since the recognition of Huntington as a town in 1653 to the ending of the Dutch rule in 1664, local matters were resolved during a "court or town" meeting. These were called irregularly as need arose, and met at one house or another. There is no indication in the records that the court meetings of this period were controlled by any written laws unless it might have been by some town meeting regulations. The magistrate, being an Englishman, applied the unwritten common laws of England, adopting it's methods and procedures.

In the book entitled "Court Records", there are the recorded minutes of about thirty trials between 1659 and 1664, predating the Trustees of the Peace. Most of them relate either to civil actions for debt, or contact of criminal prosecutions for assault, slander, or other minor offenses. The court also exercised power of probate, the proof of wills, and the settlement of estates. On July, 1663, the court ordered that "for the jury for every action six shillings and for every action hered by the magistrates or commissioners ten shillings and to the cort six shillings" (Court Records, p.47-48)

According to the Town Records, the first agreement to be acknowledged before Justice of the Peace Richard Beetts was the proxy of James Miles (Mills), to Capt. John Scott, on December 30, 1670. Worth mentioning is also the court case of John Richbell against Huntington for the title of Lloyd's Neck on September 28, 1665. Rev. William Leverich (Leveridge) acted as the attorney for Huntington.

As Huntington grew and matters concerning the town became more complex, the need for more sufficient legal representation became necessary. The Department of the Town Attorney was established by Local Law No.14-1982 to represent the Town in litigations. The principal executive officer and administrative head, the Town Attorney, approves all legal matters before they are presented to the Town Board for action.

RG3 AUDIT & CONTROL

Sub-group Comptroller's Division

The Comptroller's Division was created in 1969 as one of the four Divisions of the Department of Audit & Control. The function of the Comptroller's Division is to administer, implement, and maintain the financial records necessary to reflect all fiscal transactions of the Town of Huntington.

Periodically, it produces reports and submits them to the state, county, and town agencies. The Division prepares monthly budgets and reports showing actual expenditures, which are used to monitor all spending by Town departments. The Comptroller audits and pays all expenditures for the Town and for those special districts managed by the Town; examines and audits accounts of Town officials; aids in preparation of the preliminary budget; handles union negotiations and furnishes the Supervisor with data necessary for the production of reports required by law.

The files of the Comptroller's division cover the period 1985 thru 1989 and cover 29 linear feet. They consist of studies and reports, audits, budget drafts and general ledgers dating even before the establishment of the Division.

Finding Aids: box list, computer database.

Sub-group Purchasing Division

The Purchasing Division of the Audit & Control Department prepares and reviews specifications and all bidding procedures for supplies, equipment, services, and public works contracts. With the approval of the Town Board, the Director of Purchasing buys most Town equipment, and supplies, after examining several bid offers.

The files of the Purchasing division span the years 1965 thru 1992 and total 69 linear feet. The records consist of engineering and supply bids and specifications.

Finding Aids: box list, computer database.

RG4 SUPERVISOR

History of the Department

At the Town meeting of April 9, 1694, John Adams was chosen Supervisor of the Town of Huntington. Since then, the office has been perpetuated without interruption (Town Records, v.II, p.134).

The position of the Supervisor was created in 1788, under State Legislature, along with a town board to provide basic services for sparsely populated areas. The Supervisor and four Councilmen composed the local governing body of the Town of Huntington. He was elected for a two-year term and acted as the Chief Executive, Administrative and Fiscal Officer of the Town.

The Department of Supervisor of the Town of Huntington was established on September 14, 1982 after the adoption of local law 15-1982. The Supervisor is the administrator and executive officer of the department with power and authority to appoint and remove officers and employees under his jurisdiction according to the applicable laws. He is elected for a term a four years and his responsibilities are similar to those of a city mayor. The Supervisor presides over, and votes at, Town Board meetings, recommends programs to the Town Board and conducts public hearings.

The Department of the Supervisor of the Town of Huntington consists of the following divisions:

Division of Office Personnel

Youth Bureau Division (see RG22)

Youth Board in the Youth Bureau Division (see RG22)

Code of the Town of Huntington 1978, Vol.I. General Code Publishers Corporation, N.Y.

Your Town Huntington: A Citizen's Guide to Local Government. League of Women Voters of Huntington, Bicentennial Edition, 1976.

RG4 SUPERVISOR
Subgroup Multitown

Introduction

The Multitown files span the years 1969 through 1983 when the project was forced to bankruptcy. The files reflect the planning, progress and destruction of the Multi-town Solid Waste project, as well as the decisions of the individuals involved.

The collection comprises 36 linear feet of records reduced from 54 linear feet. It has been weeded and processed alphabetically. The collection is open to researchers after permission from the Archivist.

Finding Aids: folder/box list, hardcopy, computer database.

History of the Project

The Multi Town Resource Recovery facility was to be the largest solid waste to energy plant on Long Island serving the towns of Babylon, Smithtown, Islip and Huntington. While in the planning stages, Smithtown and Islip pulled out of the project. The plant was to go on line in 1985 equipped to process 2,250 tons per day of solid waste which would be burned to generate steam. A portion of that steam would then be sold to Pilgrim State Hospital for heating purposes and the remaining would have been converted to electricity for sale to Long Island Lighting Corporation (LILCO). That would have resulted in annual revenues of \$24 million during the first full year of operation. The plant was to be located on 25 acres of a 100 acres site owned by Multi-town near Pilgrim State Hospital.

The Multi-town Solid Waste Management Corporation (MTSWMC) was formed in June 1973 as a Not-For-Profit Corporation to promote: the formation of a multi-town solid waste disposal facility by the Towns of Babylon, Huntington and Islip; to explore and develop methods of financing such facility; to study the presently existing facilities of each respective town for the purpose of integrating these facilities where possible with the multitown facility; to study and develop new systems and concepts in the management, disposal and recycling of solid waste; to explore and arrange for financing of the multitown solid waste facility, and to promote and secure the adoption of such legislation as may be necessary to create such a facility.

History of the Project (cont'd)

Based upon the results of the work performed by MTSWMC, it was determined that the solid waste facility was to be constructed. A public authority was organized to oversee the construction and subsequent operations of such facility. The Multi Town Solid Waste Management Authority, a public benefit corporation, was created in 1977 by New York State Legislature. In 1980 the legislation was amended to charge the Authority with the responsibility of providing an environmentally and economically sound method of solid waste disposal for Babylon and Huntington. Under the direction of an administrative staff, the Authority authorized a number of studies in respect to environmental and economic aspects of the plant. Construction was to begin in late 1982.

Budgetary control was maintained and approved by the Board of Directors consisting of the Supervisors and Councilmen of Babylon, Huntington and Islip Townships. The Authority entered into contract in 1979 with the State of New York, which agreed to pay thirty million five hundred thousand dollars towards the cost of construction. The Authority also signed an agreement with the State of New York to lease a building for use as office space at the cost of one dollar per year. The same year the Authority purchased from the State of New York one hundred acres on which to build the Solid Waste Facility. Long term financing of the construction cost and related operating expenses were to be in the form of revenue bonds.

Since the organization of the Multi Town Solid Waste Management Authority, the MTSWMC had limited transactions and later it was dissolved. By May 1983 the Multi Town Authority had spent close to \$8 million, almost all of which had been borrowed from banks. At the same time \$2.85 million in bond anticipation notes was due and no bank had offered to purchase them. The Towns of Babylon and Huntington were responsible for repaying the money.

On February 8, 1983 the Multi-town Board unanimously resolved to terminate the Authority's operations, effective March 1, 1983 due to unsuccessful attempts to keep the Multi-town project afloat. A long dragged court war between the Four Town Civic Association and Solid Waste Management Authority had put the Multi-town project in bad financial shape.

RG4 SUPERVISOR
Subgroup Multitown

Collective Description of Series

The records are arranged into four series. The original provenance of the collection was preserved whenever possible.

- Series I: Fiscal Files 1973-1983, 10 linear feet
 consists of bank statements, payroll journals, invoices, income tax related documents and annual reports.
- Series II: Office Files 1969-1983, 18 linear feet
 it is the bulk of the collection and contains minutes, certifications, correspondence, State, City and Local law regulations, legal files, as well as printed materials. It documents the activities of the MSWMA, the governing body of this project.
- Series III: Project Files 1967-1983, 3 linear feet
 it primarily contains the planning procedures and studies during the beginning stages of the project.
- Series IV: Resource Recovery Files 1977-1983, 5 linear feet
 it consists of all the studies, reports and proposals related to the project.

RG5 PARKS & RECREATION

Known as Recreational Facilities, the Department of Parks & Recreation was established in 1981 and was entirely restructured by Local Law No.13-1982. It is organized into the Division of Parks, and the Division of Recreation. The Department is responsible for planning and coordinating the development of recreational facilities, programs, and projects for and on behalf of the residents of the Town. Specific responsibilities include landscaping and grounds maintenance of the Dix Hills Park facility and Crab Meadow Golf Course. The Department also administers the Town's docks, boat ramps, 92 parks, 8 beaches, 3 marinas, 2 golf courses, an olympic size ice rink, a 50 meter swimming pool, and a rifle range.

Series Office Files

The Office Files of the Parks and Recreation Department span the years of 1953 thru 1988 and consist of 12 linear feet. The records document some land use planning, general survey functions, and work with the general public.

Finding Aids: preliminary box list, computer database.

RG6 ENVIRONMENTAL CONTROL

The Department of Environmental Control was adopted by the Town Board as Local Law No.1-1981 and was divided into the Environmental Facilities Division, Environmental Services Division, and Environmental Management Division. The Department provides: regulation and management of the material resources and activities of the Town; recycling of hazardous & solid waste disposal; water quality monitoring, and bay management throughout the Town's harbors and waterways. It also operates the Huntington and Centerport Sewer Districts, the Town Landfill, refuse districts, and the dog shelter.

For the harmonious implementation of policies and coordination of activities relating to the environment, the Beautification Council, Conservation Board, Garbage Council, Harbors and Boating Advisory Council, and Department of Harbors and Waterways also report directly to the Director of Environmental Control. These advisory boards and councils were created by the Town Board beginning in 1969, in order to take care of the Town's environmental concerns.

Series Office Files

The Office Files of the Environmental Control Department span the years of 1960 thru 1990 and consist of 41 linear feet. The files consist primarily of reports, studies, and architectural drawings, and are subject to Archives access policy.

Finding Aids: preliminary box list, computer database.

The Department of Engineering Services (formerly the Department of Building & Housing), was adopted by the Town Board of the Town of Huntington in July 1965 as Local Law No. 1-1965. The Department was entirely reorganized in 1982, to provide engineering support services for all Town construction projects, and to administer the Dix Hills Water District. The Department is divided into the Division of Building & Housing and the Division of Transportation Planning & Traffic Safety which was added to the Department in 1993.

Sub-group Division of Building and Housing

The Division of Building & Housing administers and enforces the laws pertaining to building construction, alteration, repair, and maintenance. It also provides public information regarding requirements for zoning variances.

The records of the Division of Building and Housing span the years of 1956 thru 1982 and consist of 107 linear feet. The bulk of the records consist of construction plans and bids for different projects.

Finding Aids: box list, computer database.

Sub-group Division of Transportation & Traffic Safety

The Division of Transportation and Traffic Safety is responsible for controlling all traffic related matters in the Town of Huntington. It also plans aspects of the Town's HART bus system.

The records of the Division of Transportation and Traffic Safety span the years of 1986 thru 1989 and consist of 2 linear feet. The records consist of traffic signal contracts.

Finding Aids: box list, computer database.

These records are subject to Archives Access Policy.

RG10 GENERAL SERVICES

Formerly the Department of Public Works, General Services was created as Local Law No.10-1982, and was amended by Local Law No.6-1993. The Department of General Services is organized into the divisions of Building and Grounds, Facilities Management, Parks Maintenance, Transportation Operations and Maintenance, and Inter-Departmental Services. Under a Director, who is appointed by the Town Board for a fixed term, this department implements and provides maintenance and general technical services to Town facilities and equipment.

Series Office Files

The office files of the Department of General Services span the years of 1963 thru 1990 and consist of 2 linear feet. The records reflect the everyday activities of the department.

Finding Aids: box list, hard copy.

RG12 ZONING BOARD OF APPEALS

Introduction

This collection covers the years of 1953 thru 1980 and consists of 20 linear feet, with the bulk of the records spanning from 1977 thru 1980. The records of the ZBA hearings consist of applications for variances and the decision reached in each case. The records are filed in order by application number. Many of the applications contain photographs, maps and plans in support of the appeal.

Finding Aids: In progress.

History of the Department

Huntington's zoning ordinance, adopted in 1934, specifies the size of buildings and the usage allowed in various zoning districts. It directs lot sizes permitted in each district, and establishes distances allowed from buildings to property lines. When a property owner is prohibited by the Building Code from building, altering or removing a structure, he/she may apply to the Zoning Board of Appeals (ZBA) for a variance. These hearings are open to the public. All owners of properties nearby the sites under review are officially notified and invited to attend. The decision of the ZBA is final, subject only to review by a court of law.

RG13 TOWN HISTORIAN

Introduction

The files of the Town Historian consist of approximately 3.5 linear feet, and cover the period 1970 thru 1986 when Rufus B. Langhans was Town Historian of Huntington.

Finding Aids: In progress.

History of the Position

Appointed by the Supervisor, the Town Historian is required by the Arts and Cultural Affairs Law to "promote the establishment and improvement of programs for the management and preservation of local government records with enduring value for historical or other research; encourage the coordinated collection and preservation of non-governmental historical records for libraries, historical societies, and other repositories; and carry out and actively encourage research in such records in order to add to the knowledge, understanding and appreciation of the community's history."

The records of this office are divided into two series.

Office Files. These records consist of correspondence, memoranda, reports, press releases, and newspaper clippings.

The largest part of the records document activities surrounding the commemoration of major historical events. There is a great deal of material surrounding the celebration of the bicentennial of the American Revolution, including the Historians successful efforts to obtain an official coat-of-arms for the town. In addition, the records detail the everyday activities of the Historian.

The records also contain material about the relations between Huntington, New York and Huntingdon, England. This material is made up of correspondence between the Historian and his English counterpart as well as records of visits between inhabitants of the sister towns.

Printed Material. Arranged alphabetically by subject. These records are made up of material published by the office of the Historian, in the case of a bicentennial newsletter, and material acquired by the Historian. Included are guides to Huntingdon, England and reports of the New York State American Revolution Bicentennial Commission. There is also a folder of newsclippings that were kept separately from any subject file and so have been housed with the Printed Material.

RG14 PLANNING

Introduction

The files of the Planning Department covers the years 1928 thru 1990, and total 38 linear feet.

Finding Aids: box list, hard copy, computer database.

History of the Department

The Planning Board was established in 1928 in accordance with Section 149-h of the Town Law as amended by Chapter 175 of the Laws of 1927. It's seven members are appointed by the Town Board for terms of seven years.

To quote from the introduction to the Comprehensive Town Plan published in 1965, "the ultimate purpose of community planning is to insure a desirable environment in which to live and work." In the earlier days of the town's development, growth took place without regard for the town as a whole. Individuals and organizations each acted on their own, and their actions sometimes were in conflict with each other. The Planning Board is responsible for overseeing the growth and development of Huntington in a way that is most beneficial to the community as a whole. In order to best carry out this work, the Board is authorized to approve, modify or reject proposed subdivision plans. It is also responsible for preparing the preliminary capital budget. The meetings of the Planning Board are open to the public. The Department of Planning, headed by the Director of Planning, functions as the staff of the Planning Board.

Collective Description of the Series

The records are divided into four series:

Minutes. 1928-1990. 4 document boxes, 30 boxes. Minutes of Planning Board meetings. Indices to the minutes exist for the years 1928-1938, 1948-1949, 1950-1951, 1952-1953, 1954 and 1956. Each index will be found at the beginning of the minutes for the years specified .

Division of Land Management. 1964-1966. 2 boxes. These records consist of material detailing the acquisition of land by the town at Crabmeadow as well as maps and plans of the area.

Subdivision. 1983-1990. 3 boxes. These records are comprised of maps and plans of the Hamlet Golf and Country Club.

Printed Material. 1965-1989. 1 box. These are publications of the Long Island Regional Planning Board as well as the 1965 Huntington Comprehensive Town Plan.

RG15 RECEIVER OF TAXES

All matters such as appropriations of funds, various public concerns, and elections of officials, were settled by vote at Town Meetings. These meetings were very sporadic during the early years of the Town. After 1899 they became regular, and were held twice a year in the odd years only.

As early as 1661, the inhabitants of the Town of Huntington chose Jonathan Rogers to be the "Rate-gatherer"¹⁴. It is also worth mentioning that Catherine Este, wife of Thomas Scudder, and later "widow wife", as she called herself¹⁵, was widely respected by the Townspeople to be allowed to collect her neighbors' taxes. At the Town Meeting of April 7, 1684 Jonathan Scudder was chosen as "collector" for the year¹⁶. The term "Collector" was used until the elections of April 7, 1909 when Shepherd M. Scudder was elected to the Office of the Collector, after receiving 1236 votes¹⁷. The same individual won the elections of April 5, 1911 with 1003 votes. His title this term was the Receiver of Taxes¹⁸.

The Department of the Receiver of Taxes of the Town of Huntington was adopted by the Town Board as Local Law No.2-1983. It collects taxes and assessments levied on real property rentals. This office also sends out tax bills to each taxpayer once a year, to be paid in two installments.

The principle executive officer of the Department, the Receiver, turns over all money collected to the Supervisor, and the County levy is paid to the County Treasurer. The Receiver of Taxes also maintains tax rolls, and listings of taxes in different areas, and calculates taxes on apportionments and erroneous assessments.

Series Subject Files

The subject files of the Receiver of Taxes comprise 13 linear feet of material, and span the years of 1933 thru 1983. The records include cash books, affidavits, and some correspondence. As all collections in the Archives, these records are subject to the Access Policy.

Finding Aids: box list, hard copy, computer database.

¹⁴"Town Meeting 1661, Feb. 8", *Huntington Town Records*, ed. C.R. Street (March 1887, 1954): 1:34.

¹⁵"The List of Taxpayers 1673", *ibid.*, 206.

¹⁶"Town Meeting 1684, April 7", *ibid.*, 389.

¹⁷See *Town Board Minutes 1904-1919*, 145.

¹⁸*Ibid.*, 215.

The Youth Bureau Division was added to the Department of the Supervisor by Local Law No.5-1988. The executive director of the Division is also secretary to the Youth Board, which consists of thirteen to nineteen members appointed by the Supervisor for terms of three years. In 1968 the Town Board of Huntington created the Youth Board as an agency whose purpose was to coordinate and supplement the activities of all agencies concerned with the welfare and protection of youth. It consisted of fifteen to twenty-six members, appointed by the Supervisor. Today, the Youth Board is the "Citizen's Board" of the Youth Bureau Division. The functions of the Youth Bureau Division are to: research, compile, and analyze results on issues regarding the youths and their families; serve as an advocate for legislation at all levels of government for effecting the needs of youths in the town; assist, counsel, refer, sponsor, and place youths in employment and vocational training programs; provide crisis intervention services to youths and their families; reduce adolescent substance abuse through various counseling, educational, and programmatic alternatives; solicit assistance from various citizen boards to initiate, develop, and maintain program activities; and educate the community regarding the needs of youths and their families. Because the Youth Bureau Division generates an enormous amount of printed material and files, it hasn't been placed under the Department of the Supervisor. Instead, it is treated as a separate Record Group.

Series Office Files

The office files of the Youth Bureau cover the years 1968 thru 1984, and total 15 linear feet.

Finding Aids: box list, hard copy, computer database.

SELECT BIBLIOGRAPHY

This is a list of the publications that have been of use in the making of this manual. This bibliography indicates the substance and range of reading upon which I have formed my ideas, and I intend it to serve as a convenience for those who wish to pursue the study of the history of the Town of Huntington.

Meyer, Lois J. *The Irony of Submission: The British Occupation of Huntington and Long Island*. Huntington, New York: 1992.

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Huntington-Babylon Town History. Huntington, New York: Huntington Historical Society, 1937.

Huntington Town Records, Including Babylon, Long Island, 1653-1688. 3 Vols. Introduction and Index by Charles R. Street. Huntington, 1887. Reprinted, 1954.

Code of the Town of Huntington. 4 vols. Huntington, 1969-1983.

Town Board Minutes 1904-1919. Town Clerk's vault. Huntington, New York.

Your Town Huntington - A Citizen's Guide to Local Government. Bicentennial Edition. Copyright 1976 by League of Women Voters of Huntington. Huntington, New York: 1976.

Back Cover Illustration: Town of Huntington Coat-of-Arms. Issued by College of Arms in London, England in December 1976.