

Norwich  
Historic Preservation Commission

Agenda  
November 18  
12:30PM to 2:00PM

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Act 92 OML compliant Zoom meeting

Join Zoom Meeting  
<https://us02web.zoom.us/j/81757602413>  
  
Meeting ID: 817 5760 2413  
  
One tap mobile  
+13126266799,,81757602413# US (Chicago)  
+19292056099,,81757602413# US (New York)

1. Approve agenda
2. Public Comment
3. Review and approve minutes of the October 27, 2020 meeting
4. Review draft application for the 2021 CLG grant and vote on its approval
5. Other business
6. Adjourn

## NORWICH HISTORIC PRESERVATION COMMISSION

### Draft Minutes of the Tuesday, October 27, 2020

Meeting was held by Zoom platform due to COVID-19Join Zoom Meeting

Members Present: Deb Brien, Bill Aldrich (Note below), Jess Phelps, Anne Silberfarb, Folger Tuggle, Phil Zea, and Nancy Osgood, chair

Members Absent: None

**Note:** Bill Aldrich was present at the beginning of the meeting but soon had technical difficulties with Zoom and dropped off

Also, present:

- Rod Francis, Norwich Planning and Zoning Director and Certified Local Government Coordinator
- Lyssa Papazian, historic preservation consultant
- Chad Finer, photographer

## NORWICH HISTORIC PRESERVATION COMMISSION AGENDA

Tuesday, October 27, 2020, 4:00pm

<https://us02web.zoom.us/j/81574822406>

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 815 7482 2406

:

### 1. **Approve Agenda**

The meeting was called to order at 4:05pm. A motion was made to approve the agenda by Anne Silberfarb. It was seconded by Deb Brien. The motion passed unanimously, 6-0 with one abstention. Folger Tuggle will be serving as Secretary for the purposes of taking minutes for this meeting.

### 2. **Public Comment**

There was no public comment as no members of the public attended this NHPC Meeting.

### **3. Review and Approval of Minutes of the September 16<sup>th</sup> meeting**

After the correction of a typographical error Deb Brien moved to approve the draft minutes as circulated. Phil Zea seconded. The minutes were approved unanimously 5-0 (with 1 abstention).

### **4. Research and volunteer organization, Norwich Barn Survey – Lyssa Papazian, Chad Finer**

The majority of the meeting time was used to discuss the Norwich Barn Survey. Lyssa Papazian led this discussion with participation by the entire Commission, Rod Francis and Chad Finer.

This discussion included the following:

- Lyssa began the discussion with work completed to date.
  - A list has been compiled of Tier 1 and Tier 2 Barns
  - 70 Tier 1 and 30 Tier 2 Barns have been identified
  - Tier 1 Barns will all be visited; Tier 2, if time permits
  - Additionally, the appropriate barns from the Norwich barns identified in the 2009 Vermont Barn Census along with barns on properties that have received National Register recognition (Meeting House Farm, Maple Hill Farm and those in the Brigham Hill and Goodrich Four Corners Historic Districts) will be captured.
- Lyssa will distribute the Tier1/Tier 2 list to the NHPC members in a PDF for review and comments.
- Lyssa will follow up with Devin at the State to understand what survey form should be utilized.
- Lyssa discussed the Norwich Historical Archives and potentially using volunteer hours to review the old lister cards which include photographs from the 40's, 50's and 60's. Both Bill and Nancy were mentioned as having familiarity with the NHS archives.
- Chad's participation will include extensive photography of a small subset of barns surveyed to be potentially used for a display/presentation by the NHPC or NHS.
- Deb Brien had a question about accessory agricultural structures and whether they would be included in the survey. Lyssa commented that where a "farmstead" exists with multiple barns and accessory structures that they would be identified. But to try to identify all of them more specifically would be challenging and beyond the scope of this survey.
- Deb Brien questioned whether time would permit for any barns not extant for inclusion in the survey. Lyssa mentioned that this could be a role for volunteer efforts to identify these barns through historic photographs.
- To this point, Chad Finer mentioned both interior and exterior photographs that he had of Fred Ladd's barn which had been moved to Massachusetts.

- A broad discussion took place related to how best to identify and divide tasks that volunteers can be working on. This led to a discussion of the Open Meeting Law and Norwich’s current interpretation of it. It was decided that the best path forward would be to warn all meetings and have a member take minutes.
- Anne Silberfarb asked if the challenges faced related to the open meeting law would be the same or different if the NHS were the sponsoring entity of the barn survey. Rod commented that they might not be as rigorous, but the current contract as executed was with the NHPC.

## **5. Review Draft Press Release about Barn Survey**

Nancy reviewed the “Draft Press Release” and asked for comments. Lyssa suggested that “land records” be changed to “public records”. This change was made. Additional discussion focused on whether any notice should be provided specific to Norwich barn owners who may be contacted related to the Barn Survey. The consensus was that this Press Release would be issued as amended, and it would be followed at some point with a more specific communication on the Norwich Listserv related to amongst other things, contact with property owners. Deb Brien will draft this.

## **6. Discuss and determine future project for CLG 2021 grant application**

Nancy reviewed several potential projects and that the deadline for submission is December 7. Projects discussed included: 1) Jones Circle, National Homes Houses; 2) Lewiston; 3) Union Village; and 4) “Farming in Norwich”, building upon the successful podcasts created by Sarah Rooker (NHS) this summer with companion booklets by Emily Zea. After a brief discussion, Deb Brien moved & Phil Zea seconded the motion “That the NHPC pursue a CLG 2021 Grant highlighting in detail the farming practices in Norwich.” The motion passed unanimously, 6-0. It was also the consensus of the NHPC that a Union Village CLG grant request may be appropriate in the future giving the Commission adequate time to work through the complexities of working on a project which involves two towns (Norwich and Thetford).

## **7. Review Commission’s responsibilities under the current Town Plan**

Nancy mentioned that she had distributed an email related to this topic.

## **8. Open Meeting Law meeting via Zoom, Tuesday, November 17<sup>th</sup> at 6:30 – discuss questions to raise and determine who would like to attend**

Phil, Jess and Nancy plan to attend this meeting. Please send any questions you would like to have answered to Nancy by November 4<sup>th</sup>. She will forward them to Herb Durfee who will in turn, give them to the legal team.

**9. Discuss how best to choose time for future meetings**

After a brief discussion, it was concluded that Rod would oversee the distribution of Doodle Polls to select meeting dates/times for the NHPC.

**10. Other business**

No other business.

**11. Adjourn**

Deb Brien made a motion to adjourn at 5:30, seconded by Anne Silberfarb. The motion passed unanimously, 6-0. The meeting was adjourned.

**Information and Education Project.** *Please describe in Project Summary:*

- purpose of the project;
- audience, methods and products;
- status of completion of town-wide or city-wide survey, and plans for completion of survey;
- status of survey through the National Register process; and
- status of historic preservation planning.

**Project Summary** (please address the bulleted items in the Project Category selected above):

*The purpose of this project is to build on the Norwich Barn Survey (2020 CLG grant) by focusing on specific historic Norwich hill farms to give residents and visitors alike a greater depth of understanding and appreciation of our rural landscape and its history and champion its preservation. Planning Commission surveys and the current Town Plan, itself, confirm the importance of the rural landscape to the quality of life in Norwich and the Town's prosperity.*

*To capitalize on the Norwich Barn Survey, the consultant would select farms for which there are significant records. A podcast driving tour with map, an exhibit focusing on these farms, and two educational booklets suitable for elementary school children comprise the project.*

*We know from experience that podcast driving tours are exceedingly popular in Norwich. Three such tours focusing on Early Settlement, Norwich Schools, and Rivers and Mills were developed by Sarah Rooker, Director of the Norwich Historical Society, thanks to a 2019 CLG Grant. Sarah drew from the Norwich Historic Preservation Commission's successful National Register nominations in crafting the podcasts. Available on the Norwich Historical Society's website to enjoy on a computer or to downloaded to a cell phone, the podcasts give both the community and visitors an excellent way to engage in history. We would expand on these readily available and informative podcasts by having one devoted to our agricultural heritage and hill farms in particular. The podcast would enable the listener to "read" the rural landscape, visualize the 200 years-plus history of farms, and learn specific details about the evolution of farming in Norwich.*

*Enhancing and expanding on the podcast driving tours would be an exhibit that would include photographs, ledger books, diaries, and paper ephemera as well as farm implements linked to the hill farms highlighted in the podcast. A video of the exhibit focusing on artifacts and text would be available on the Society's website for those unable to see the exhibit in person or would like to revisit it at any time.*

*A third component would be downloadable illustrated booklets, one focusing on barn architecture and construction, and the other highlighting the seasonal rhythms of farming. Such graphic books for elementary school children written by Sarah Rooker and illustrated by Emily Zea accompanied the 2019 podcast tours and were enthusiastically received by teachers, students, and parents. Like the other two prongs of the Hill Farm Project, these booklets would both expand and reinforce the knowledge of our rural landscape and heritage.*

**Please Answer the Following Questions:**

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of *all* CLG grant projects)

*NHPC will announce the start of the Hill Farm Project with a press release which will be dispersed to all local news organizations and posted on the Norwich ListServ which reaches most town residents. We will also post the announcement on the Historic Preservation portion of the Norwich Historical Society’s website and on the Historic Preservation Commission’s section on the Town’s website. The announcement will describe the three ways we are celebrating hill farms and what they reveal about our agricultural history as well as give a timeline for the various aspects of the project to be completed.*

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?

*The Norwich Hill Farms Project will expand on the Norwich Barn Survey and will provide an in-depth study of Norwich’s farming practices on key hill farms. By having a digital record online of the Barn Survey and the Hill Farm Project at both the Norwich Historical Society’s website and the Town’s, former, current, and future residents, educators, students, and Town planners will learn about the important contribution of farming to Norwich’s success as a community and the legacy that our historic barns and farms have left on the landscape. This in-depth study should lead residents to safeguard the rural landscape and champion its preservation.*

3. Describe the project schedule assuming starting date of **March 2021** and completion date of **August 1, 2022**. List dates for subcontracting with consultants, on-site meetings, delivery of draft products, such as survey and National Register forms, and public meetings, as applicable. All products, including a final project report and auditable financial documentation are due by the completion date.

DATE	Task/Product Completed
1/2021	DHP notifies applicants of grant awards
3/2021	Execute Grant Agreement with DHP
4/2021	Announce project and issue Request for Proposals
5/2021	Select consultant(s) to work on project
6/2021	Additional public announcement Determine hill farms chosen & garner consent of owners <sup>8</sup>
12/1/2021	First Progress Report Due to DHP
4/1/2022	Second Progress Report Due to DHP
7/15/2022	Launch podcast tour, open Norwich Historical Society exhibit on Hill Farms, and have educational “comic” booklets ready to be downloaded
8/1/2022	Completion Date: Deadline to submit final project report, final product, and request reimbursement.
9/30/2022	Deadline for DHP to process payment requests and disburse grant funds

4. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

*CLG staff and Nancy Osgood in coordination with NHPC will announce the project and do the RFP*

*NHPC will select the consultant(s) from those responding to the RFP*

*CLG staff will do the contract(s)*

*CLG staff and Nancy Osgood in coordination with NHPC will manage the project.*

*The NHPC in coordination with the Norwich Historical Society will identify the various hill farms and secure permission to include them in the podcast.*

*Nancy Osgood and the Commission members will work closely with the consultant, the Director of the Norwich Historical Society, and members of its Collections Committee to gather material for the podcast and exhibit and will help mount the exhibit.*

*The NHPC and the Norwich Historical Society (NHS) will work closely together to publicize the project as the podcast driving tours are launched and the exhibit opens, and the downloadable books are available.*



Total Cash Expenditures for Operating Services				
IN-KIND EXPENDITURES 1				
Donated Time Name	# Hours & Rate	Proposed	Actual	Variance
Total In-Kind Expenditures for Donated Time				

IN-KIND EXPENDITURES 2				
Donated Services Vendor	Description of Costs	Proposed	Actual	Variance
Total Cash Expenditures for Donated Services				

Total of All Cash & In-Kind Expenditures		
Proposed	Actual	Variance

**Certification:** I certify that the matching share proposed for this project does not include funding from other Federal sources, and that these funds are not being used as match against any other Federal grant application.

\_\_\_\_\_  
Chief Elected Local Official

\_\_\_\_\_  
Date



## **Certified Local Government Program**

### **2021 CLG Grant Application**

**FFY 2021 grant funding provided by the  
National Park Service/Historic Preservation Fund**

**Grant Period: October 1, 2020 – September 30, 2022**

## Vermont Certified Local Government Program 2021 Grant Application Form

**Application Deadline:** On or before 4:30 PM, Monday, December 7, 2020.

**Application Format:** All application materials should be submitted electronically via email. If you are unable to do so, please contact Devin Colman at 802-585-8246 or [devin.colman@vermont.gov](mailto:devin.colman@vermont.gov).

**What to Submit:** All application materials must be submitted prior to the application deadline. A complete application consists of the following items, in the following electronic formats:

- A fully completed Application Form, signed by the applicant, the Chair of the CLG Commission, and the Chief Elected Local Official (or designee). Submit a scanned PDF of the complete application with all signatures.
- A fully completed Proposed Budget Form, signed by the Chief Elected Local Official (or designee). Submit the following:
  - a scanned PDF of the signed Proposed Budget Form, and
  - a MS Word version of the Proposed Budget Form.
- A copy of the most recent municipal financial report/single audit. Submit as a PDF.
- Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project. Submit these materials as PDFs.

**How to Submit the Application:** Please submit all of the above items as attachments to an email message, identified as follows:

Email Subject Line: *[Name of CLG Community] – 2021 CLG Grant Application*

Attachments: *[Name of CLG Community] – Application Form*  
*[Name of CLG Community] – Proposed Budget Form*  
*[Name of CLG Community] – Financial Report*  
*[Name of CLG Community] – Supporting Materials*

To complete this Grant Application, simply click in the gray text boxes and type your responses. Please keep your responses as concise as possible and specific to the proposed project.

**Good Luck!**

**If you have any questions about the application process, please contact Devin Colman at 802-585-8246 or [devin.colman@vermont.gov](mailto:devin.colman@vermont.gov).**

**Vermont Certified Local Government Program  
2021 Grant Application Form**

**Name of CLG Community:** Norwich

**Name of CLG Coordinator:** Rod Francis

**Telephone:** 802-649-1419 ext. 4

**Email:** rfrancis@norwich.vt.us

**Mailing Address:** PO Box 376, Norwich, VT 05055

**Name of Municipal Treasurer:** Cheryl Lindberg

**Telephone:** 802-649-1419 ext. 4

**Email:** treasurer@norwich.vt.us

**Project Name:** Norwich Hill Farms

**Will this project be administered by a designated third-party?**  Yes or  No

If yes, name of organization: \_\_\_\_\_

**Project Category:** Please check the appropriate category below and provide the requested information where indicated or on a separate page.

**Priority I Projects**

*Top priority in the selection of projects and award of grant funds is given to Priority I projects.*

**Survey Project.** *Please describe in Project Summary:*

- purpose of the project;
- area to be surveyed (indicate on map);
- estimated number of properties to be surveyed;
- estimated number of acres to be surveyed;
- status of completion of town-wide or city-wide survey; and
- plans for completion of survey.

**National Register Project.** *Please describe in Project Summary:*

- purpose of the project;
- building or historic district to be nominated (indicate on map);
- property type or theme for Multiple Property nomination;
- for a historic district, the number of contributing properties within the district;
- status of completion of town-wide or city-wide survey;
- plans for completion of survey; and
- status of survey through the National Register process.

**Preservation Planning Project.** *Please describe in Project Summary:*

- purpose of the project;
- area to be covered by the plan (describe and indicate on map);
- status of completion of town-wide or city-wide survey, and plans for completion of survey; and
- status of survey through the National Register process.

- Information and Education Project.** *Please describe in Project Summary:*
- purpose of the project;
  - audience, methods and products;
  - status of completion of town-wide or city-wide survey, and plans for completion of survey;
  - status of survey through the National Register process; and
  - status of historic preservation planning.

- Pre-Development Project.** *Please describe in Project Summary:*
- purpose of the project;
  - property or area to be covered by the plan (describe and indicate on map);
  - scope of work and products;
  - status of completion of town-wide or city-wide survey, and plans for completion of survey;
  - status of survey through the National Register process; and
  - status of historic preservation planning.

### **Priority II Projects**

*Awarded only if grant funds remain after all Priority I projects have been selected.*

- Development Project.** *Please describe in Project Summary:*
- purpose of the project;
  - property or area to be covered by the plan (describe and indicate on map);
  - scope of work and products;
  - status of completion of town-wide or city-wide survey, and plans for completion of survey;
  - status of survey through the National Register process; and
  - status of historic preservation planning.
  - Please include a location map showing the footprint of the building, the parcel boundaries, and any areas of possible ground disturbance resulting from the project.

**Project Summary** (please address the bulleted items in the Project Category selected above):

**Please Answer the Following Questions:**

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of *all* CLG grant projects)
  
2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?
  
3. Describe the project schedule assuming starting date of **March 2021** and completion date of **August 1, 2022**. List dates for subcontracting with consultants, on-site meetings, delivery of draft products, such as survey and National Register forms, and public meetings, as applicable. All products, including a final project report and auditable financial documentation are due by the completion date.

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9/30/2022	Deadline for DHP to process payment requests and disburse grant funds

4. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

5. What are the dates of the local government's fiscal year? July 1 to June 30

**Signatures:** After completing the application, print it out and have each of the three signatories sign and date this page. Then scan the complete application as a PDF and email it as an attachment along with the other required application materials.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED SIGNATURES ARE ENTERED BELOW:

_____ Name of person preparing this application	_____ Title
_____ <b>Signature</b>	_____ <b>Date</b>

_____ Name of CLG Commission Chair	
_____ <b>Signature</b>	_____ <b>Date</b>

_____ Name of Chief Elected Local Official (or Designee)	_____ Title
_____ <b>Signature</b>	_____ <b>Date</b>