

## HISTORIC PRESERVATION COMMITTEE

### MINUTES— December 1<sup>st</sup>, 2010 @ 10am- Norwich Historical Society, 277 Main Street, Norwich

Attending: Bill Aldrich, Roger Blake, Peter Brink, Nancy Hoggson, Anne Silberfarb and Phil Dechert, staff

1. Updates from July 21<sup>st</sup> meeting:  
**Beaver Meadow Schoolhouse:** Hoggson has been talking to the Hubbards, Lindsay Putnam and Ria Blaas about the importance of applying to the Preservation Trust of VT for a condition assessment grant. There appears to be interest in doing this from the leadership and interest in raising money for a toilet and running water. Hoggson offered help from the Historical Society in writing the grant.  
**Root District Schoolhouse:** Suzanne Lupien has been in conversation with Ann Cousins of PTV about the possibility of updating the earlier condition assessment, done in 2002 by Sally Fishburn with PTV funding.
2. **Preservation Trust of Vermont February Board meeting:** The PTV Board of Directors will be meeting in Norwich February 9 – 10, including a small reception (Wednesday, February 9<sup>th</sup>) for their Board and some community members at the Historical Society. They will be staying at the Norwich Inn; having some meetings at the Library and possibly the Wilder Center, a former church which has been recently restored and adapted by David Clem, Lyme Properties.
3. **Meeting with commercial property owners re Norwich as a Designated Village Center.** The town received this designation from the State of Vermont (Department of Commerce and Community Development) around 2004-5. However, nothing has been done to let the owners of commercial property know about the tax credit programs available both through the Federal Government and the State of Vermont. It was decided that the HPC with the Norwich Business Council would try and schedule a breakfast meeting (regular meeting 2<sup>nd</sup> Friday of each month @ 8:00am) inviting Chris Cochran from the State to explain the tax credits and Ann Cousins, Field Representative from PTV, to talk about replacement siding (more cons than pros for historic buildings). Possible Date: 2<sup>nd</sup> Friday in February, 2011. We'll also seek to schedule meetings with individual property owners while Cochran is here.

#### Assigned tasks:

**Dechert:** to provide a copy of the map designating the specific Village Center by Friday, December 10<sup>th</sup> and a list of all the owners of commercial property within that district, along with all the tenants, all of whom would be invited to attend this meeting.

**Hoggson:** to contact Joe Lavin (Norwich Inn) about the meeting; asking if the Business Council would co-sign the letter; could the meeting be at the Inn with coffee and muffins (simple breakfast). Hoggson (or Brink) to contact Chris Cochran to coordinate date and program with him.

**HP Commissioners:** once all the owners have been identified and an invitation letter with accompanying information from the Division about the Tax Credit Program, Commissioners will then follow up with individual visits or phone calls to encourage attendance.

*Note: Hoggson has already spoken to Cheryl Hermann and PJ Morgan from the Norwich Business Council, and she (and Brink if a scheduling conflict is resolved) will attend the NBC December 10<sup>th</sup> meeting to make a brief presentation about this upcoming meeting.*

4. **CLG grant application – deadline January 24<sup>th</sup>, 2011**  
January 6<sup>th</sup> – information packet about the grant and project to Nancy Kramer for SB mailing  
January 12<sup>th</sup> – presentation to SB before grant deadline of January 24<sup>th</sup>, 2011. It was agreed by all that the following would be included in the grant:

- a) **Forum membership - National Trust for Historic Preservation:** \$115 annual  
**Rationale:** Membership will provide the town with an electronic newsletter and quarterly journal addressing preservation issues, discounts on publications, trainings, and conferences, and access to the Forum list-serve so that questions and information can be shared with several hundred other organizations and professionals. Forum as more than 3,500 organizational and professional members.
- b) **Walking tour brochure** for Norwich focusing on Main Street area.  
**Rationale:** A 4x9 brochure will ‘market’ the town to potential visitors and enrich the experience of visitors here; bring recognition to the town’s heritage; and help promote local businesses. Much research was done in 2006 with the writing of an extensive walking tour which highlights approximately 46 buildings and historic sites in town. This existing publication, while thorough and highly accurate in its information, is too large for easy distribution and currently only 2 copies of the original publication are in existence.

The proposed smaller 4x9 brochure will fit easily into commercial brochure racks and a regular #10 envelope for mailing. In addition, the budget includes a web component, which would be a one-page site with a few images and description and then a link for downloading the brochure. This would be available not only on the Norwich Historical Society’s web site but would also be offered to other local businesses and organizations so they could have the same feature on their own sites (e.g. Norwich Inn, Library, Town, Dan&Whit’s, King Arthur).

**Preliminary Budget:**

1. Writer/researcher	\$3,000.00
2. Graphic Designer	4,000.00
3. Printing – 4 color @ 5,000 copies	1,700.00
4. Mapping	500.00
5. Web design for brochure – downloadable	375.00
6. Distribution to VT Welcome Centers –annual charge for distribution to 12 Welcome Center (I-89 and I-91) for 12 months	-
	600.00
<b>Total:</b>	<b>\$10,175.0</b>
<b>Match @ 40%</b>	<b><u>4,068.0</u></b>
<b>Grant requested</b>	<b>\$6,107.00</b>

Match to come from:

- a) Staff time @ regular hourly wage (Phil Dechert)
- b) Volunteer time @ minimum wage (Peter Brink)\
- c) Volunteer expertise @ regular hourly wage (Nancy Hoggson, Jonathan Frishtick)\
- d) Cash – sponsorship proposals to be made @ \$300,00 to key Norwich businesses (banks, Norwich Inn, Dan&Whit’s, King Arthur)

Respectfully submitted,

Nancy Hoggson