

HISTORIC PRESERVATION COMMITTEE
MINUTES– March 30, 2010
Norwich Historical Society, 277 Main Street, Norwich
NOTE: next meeting-Wednesday, April 6th @ 10am, NHS

Attending: Roger Blake, Peter Brink, Phil Dechert, Nancy Hoggson, Anne Silberfarb

Absent: Bill Aldrich

1. HPC established terms of office for Commissioners (with no term limits) as follows:
Chair and Secretary: Nancy Hoggson 3 years
Vice Chair: William Aldrich 1 year
Clerk & SB Liaison: Roger Blake 2 years
Member: Peter Brink 3 years
Planning Commission Liaison: Anne Silberfarb (4 year appointment to PC)
CLG Coordinator: Phil Dechert
2. Dechert will advertise for 3 new HPC members at the same time as Planning Commission and Development Review Board as of May 1st. HPC members were encouraged to ask other Norwich residents about participating on this Commission.
3. Updates and notices were discussed as listed on the agenda, but no specific action was taken.
4. Walking Tour Brochure:
 - i) Timeline in grant proposal was reviewed. HPC realizes that this is a very tight time schedule in order to have this brochure in hand by mid-July.
 - ii) Proposals from contractors were reviewed, and the following were selected:
Writer/researcher: Charlotte Barrett, Graphic Designer: Laura Osborn, MapMaker: Jonathan Frishtick; website: Dave Morin. HPC was impressed with the quality of all the proposals received. Dechert will notify all applicants about the results of the meeting. Those who have been selected (Osborn, Barrett, Frishtick) will be asked to come to a meeting Wednesday, April 6th @ 10 am at NHS. Dechert will develop the contracts for each of the 4 selected as per town policy.
 - iii) HPC reviewed the 27 properties initially selected from Nancy Osgood's 2006 walking tour. All agreed that there are too many for this brochure and the number will have to be weeded down. The HPC will walk the route before the April 6th meeting, and be in touch with Hoggson prior to the meeting with any suggestions for dropping certain properties.
 - iv) All property owners who will be part of this brochure will have to give written permission for his/her property to be included. Dechert's office, working with Brink and Hoggson, will take care of the production of these letters after the final property selection is made.
 - v) Silberfarb recommended, and the HPC concurred, that there will have to be a statement in the brochure asking that visitors using the Guide be respectful of the property they are looking at.
 - vi) Volunteer forms were handed out to HPC to keep track of all hours when working on the brochure as this time can be counted as part of the 40% match for the grant requirements.

Respectfully submitted,
Nancy Hoggson

April 2, 2011