

## **NORWICH HISTORIC PRESERVATION COMMISSION**

### **Draft Minutes of the Wednesday, September 16, 2020 NHPC Meeting**

Meeting was held via the Zoom platform due to COVID-19 (using the Town of Norwich's Zoom account and the meeting was recorded).

Members Present: Deb Brien, Jess Phelps, Phil Zea, and Nancy Osgood, chair

Members absent: Bill Aldrich, Anne Silberfarb, Folger Tuggle.

Also present:

- Rod Francis, Norwich Planning and Zoning Director and Certified Local Government Coordinator
- Sarah Rooker, Director, Norwich Historical Society

## **NORWICH HISTORIC PRESERVATION COMMISSION AGENDA**

Wednesday, September 16, 2020

Town Zoom Meeting, START TIME 12:35 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86538719323>

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 865 3871 9323

### **1. Approve Agenda**

A motion was made by Phil Zea. The motion was seconded by Jess Phelps. The motion to approve the agenda passed unanimously (4 to 0). Jess Phelps 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 August 5, 2020**

Deb Brien moved to approve the draft minutes as circulated. Phil Zea seconded the motion. The minutes were approved unanimously (4 to 0).

### **4. Review Proposals in Response to Request**

After careful and considered review and discussion of the two proposals that the NHPC timely received, Deb Brien moved, and Phil Zea seconded that the contract be awarded to Lyssa Papazian. The motion carried unanimously (4 to 0).

5. Discuss next steps for Barn Survey Project

- Nancy will draft a press release to let the public know about this upcoming project. This will be posted on the Norwich listserv and on the historic preservation page of the Norwich Historical Society. Nancy volunteered to take the initial role of drafting this and the four attending board members agreed to review and offer comments/suggestions.
- The group discussed asking the public for information about existing barns (versus doing this later on/what did we miss). The group decided to not specifically ask for information from the public regarding barns at this point but to wait until work commences and/or the project is nearing completion (to serve as a check against what may have been missed).
- The press release will go out now (once the contract is back from the consultant) and we will work on barn owner contracts later (likely using volunteer hours).
- Rod (or Pam) will post the press release on the town website and to the Norwich listserv and various other forums. Sarah Rooker will send the contact information for Valley News to Rod.
- There will be a kickoff meeting with the consultant in early October (the next meeting). We will need to think through how to handle deed research challenges, what are the deliverables, and related project questions.
- To this end, Rod is going to speak with town hall, the Vermont Division of Historic Preservation, and Lyssa to start thinking through how to deal with possible COVID constraints (with records, timelines, and how to make this work without as robust access to the land records and to also meet volunteer hour requirements for the CLG grant). Rod encouraged us to start tracking volunteer hours so that we have solid records to support meeting our match requirement for the CLG grant as this helps materially with the project.
- Rod will also work on drafting the contract.
- Sarah Rooker briefly discussed that NHS is considering doing farm tours/ag tours as a different form of home/garden tour next year that might tie into this as things evolve. This also may be a good way to get more volunteers meaningfully involved.

6. Other Business

The Brigham Hill Historic District was successfully listed on the National Register. Once we get the full nomination form, this will be added to the NHS website.

NHS's podcast series received an award of excellence from the Vermont Historical Society. Sarah will notify us when the award ceremony is scheduled/keep us updated on the award.

7. Future Meeting

Rod is going to reach out to Lyssa to find out what dates/times work on her end and then work from there to schedule the next meeting. This will likely be in late October (potentially October 23).

8.     Adjourn

Deb Brien moved to adjourn the meeting. Phil Zea seconded. The motion to adjourn passed unanimously (4 to 0). The meeting adjourned at 1:30.