

NORWICH HISTORIC PRESERVATION COMMISSION

Draft Minutes of the Thursday, February 9, 2023, 9:00 a.m. Meeting

Meeting was at the Norwich Historical Society, 277 Main Street

Commissioners Present: Maggie Boone, Linda Cook, Jess Phelps, Phil Zea and Nancy Osgood, chair

Commissioners Absent: None

Also present: Brian Loeb (Norwich Planning Commission) and Sarah Rooker (Norwich Historical Society)

NORWICH HISTORIC PRESERVATION COMMISSION MINUTES

1. Approve Agenda

Maggie Boone moved to approve the agenda and Phil Zea seconded. The agenda was approved unanimously (5-0).

2. Public Comment

There was no public comment.

3. Review and Approval of the Minutes of the January 5, 2023, Meeting

Phil Zea moved to approve the minutes as drafted; Maggie Boone seconded the motion. The motion to approve the minutes passed (5-0).

4. Discussion of NHPC Goals with Regard to Offering Advice to Historic Homeowners

The Commissioners briefly discussed the next steps. Jess Phelps will work on further revisions based on early feedback from Brian Loeb in advance of the planning and zoning administrator position being filled.

5. Appointment of a NHPC Member to be on the Interview Committee for the next Planning and Zoning Administrator

Nancy Osgood will serve as the NHPC representative on this committee.

6. CLG Grant

The NHPC's application was successful this application round. The NHPC is waiting for the form of grant agreement to be sent from the Vermont Division of Historic Preservation and then will need to complete this form and send out an RFP to potential

consultants. Phil Zea will work on a draft RFP (which will be given to the Vermont Division of Historic Preservation for advanced review). At the NHPC's next meeting, we will discuss outreach strategies for consultants and provide the Jones Circle neighborhood an update.

7. Future Programs

The group discussed potentially meeting with the Energy Committee to discuss shared goals (and the potential for joint programming, such as installing heat pumps in historic houses). Nancy Osgood will reach out to the Energy Committee to try to schedule a joint discussion.

8. Updates

Barn Surveys: Maggie Boone updated the group on the status of her work in archiving barn photographs and survey forms, which is nearing completion.

Norwich Village Historic District: Nancy Osgood created a list linking the structures in the Norwich Village Historic District to their locatable addresses. Maggie Boone will take this list and make it into an excel spreadsheet for ease of reference. Phil Zea will cross-index this list with references from *Early Houses of Norwich, Vermont* to make this a more valuable tool.

9. Other Business

There was no other business.

10. Next Meeting

The group selected **March 23 or March 24** (subject to confirmation) as its next meeting date at the Norwich Historical Society (hopefully with the Energy Committee joining for part of the discussion).

11. Adjourn

Jess Phelps moved to adjourn the meeting.

Maggie Boone seconded the motion.

The motion to adjourn passed unanimously (5-0) and the meeting was adjourned at 9:50 a.m.