

## NORWICH HISTORIC PRESERVATION COMMISSION

Draft Minutes of the Wednesday, November 18, 2020

Meeting was held by Zoom platform due to COVID-19

Members Present: Deb Brien, Anne Silberfarb, Jess Phelps, Folger Tuggle, Phil Zea, Nancy Osgood

Members absent: Bill Aldrich

Also present: Rod Francis, Norwich Planning and Zoning Director and Certified Local Government Coordinator

NHPC Chair, Nancy Osgood, called the meeting to order at 12:35pm.  
Deb Brien will serve as secretary for the purpose of taking minutes at this meeting.

### 1. Approve agenda

A motion was made to approve the agenda by Anne Silberfarb and seconded by Jess Phelps and Nancy Osgood. The motion was approved unanimously 6-0.

### 2. Public Comment

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

### 3. Review and approve minutes of the October 27, 2020 meeting

Phil Zea moved to approve the minutes, and Folger Tuggle seconded the motion. The minutes were approved unanimously 6-0.

### 4. Review draft application for the 2021 CLG grant and vote on its approval

Members discussed the grant application as proposed. Discussion points included:

How to award the contract if more than one contractor is to be involved was discussed. It was suggested that the contract be awarded to a single contractor who can choose how to structure the work with any others involved.

The question of whether the focus of the project should be on hill farms only or should be expanded to include former in-town farms documented with a walking podcast tour was also discussed. The members agreed to keep the scope of the project focused on the agricultural landscape and the hill farms of Norwich.

Should the grant request be successful, RFPs will be sent to numerous contractors including those the NHPC has worked with in the past.

The members agreed that the proposal as written meets the envisioned goals of the project and is in need of only minor edits.

Anne Silberfarb moved and Folger Tuggle seconded the motion to approve the 2021 CLG Grant Application as drafted with minor edits to be provided by Nancy Osgood and that Nancy is authorized to submit the application along with the 2021 CLG Grant Application Budget Form for \$9,000 by the deadline date of December 7, 2020 for the Norwich Hill Farms project. The motion was approved unanimously 5-0. Phil Zea had to leave the meeting prior to the vote. He left at 1:28.

#### 5. Other business

Folger wondered about getting regular project updates from Lyssa Papazian on the Barn Survey project. Rod will follow up with Lyssa to coordinate this.

#### 6. Adjourn

Folger Tuggle moved, and Jess Phelps seconded the motion to adjourn the meeting. The meeting was adjourned at 1:41pm.