

**NORWICH HISTORIC PRESERVATION COMMISSION**  
**Norwich Historical Society**  
**277 Main Street**  
**Norwich, Vermont 05055**

**Minutes**

Friday, January 30, 10:00 am

Vice Chair – Peter Brink, Clerk – Bill Aldrich, Secretary – Anne Silberfarb,  
Members: Cheryl Hermann, Nancy Osgood  
CLG Coordinator – Phil Dechert  
NHS Executive Director - Judy Brown  
Not present: Stuart White; Advisory member Roger Blake

NHPC Meeting began at 10:00AM

**1. Remembering Nancy**

- There will be a memorial service tomorrow, January 31, 2015, at the Norwich Congregational Church at 2PM.
- The NHS Annual meeting will be Sunday at 3PM at NHS and will commemorate Nancy.
- Part of our remembrance of Nancy will be to continue her work on the NHPC. This means keeping NHPC vital and effective, completing all those things that were in process or were beginning, participating in key communities issues that affect historic preservation, and working in partnership with NHS.

**2. Approval of June 5, 2014 Minutes**

- The minutes are accepted unanimously.

**3. Financial Update – Phil Dechert**

• An itemized list of expenses and income for Cycles of Change: Farming in Norwich, kept by Nancy and Peter, was distributed by Peter. This accounting shows a surplus of \$1,314 at this time. This includes the CLG grant of \$14,925 and Donations of \$8,850 for Income of \$23,775, verses Expenses of \$22,461. Phil stated that this is close to his calculations. There will be a few more expenses submitted. Judy and Phil will review this for any changes and

track additional expenses, and Peter will then update the accounting. A most positive financial outcome for such a complex project.

- The Town has budgeted \$1500 for the current fiscal year (ending 6/30/15) and also for the coming fiscal year (ending 6/30/16).

- For the current fiscal year \$805 is allocated for the cash match for the windshield survey. Also \$500 for the cost of shipping and charge for placement of the Brochure in VT Welcome Centers.

#### **4. Cycles of Change – Last pieces**

- Farm Map: Jonathon Frishtick has generously donated development of a map of the 8 farms in the exhibit. This is to enable visitors to visit the farms. The map (11X17) will be available at the NHS (alongside a large version of the map on foam) and online through QR code. Phil volunteered to reproduce the maps. Those using the map will be instructed to call the farms ahead of visiting them. Judy will include Jonathan Frishtick in her updating of the donor panel for the exhibit.

- “Reading the Architectural Landscape” was presented in September, October and November. The attendance was around 20 +/- at the meetings. Very well received.

- The video is posted at Vimeo and has been watched 613 times.

- "Page Views" shows 545 visits to the Farm exhibit on the NHS web page.

- NHS is open Wednesday and Thursday, 10AM to 4PM year 'round; in addition NHS is open in the summer Saturdays 10AM to Noon.

- The Farming exhibit is scheduled to be taken down in June of 2015.

The Board of NHS is discussing possible new exhibits. NHCP was supportive of the possibility of keeping up the Farming exhibit for a longer time, perhaps in a condensed form along with a new smaller exhibit.

#### **5. Norwich Walking Tour**

- Judy reported there are 5,400 brochure on-hand now. Dartmouth Printing has printed the brochures for free once and at a substantial discount a second time. We agreed to approach Dartmouth Printing about printing 10,000 more. Peter said that in his experience our brochure is viewed as a model by other VT towns and the VT Division for Historic Preservation. All members are welcome to review the brochure for changes in anticipation of reprinting.

- Cheryl moved, and Nancy seconded, a motion to print more brochures subject to available funding. Motion passed unanimously.

## **6. Norwich Comprehensive Survey: First Phase – Windshield Survey**

- Phil reported that on January 23 he sent the Request for Proposals to VT consultants qualified to do this work. Peter developed the narrative portion with earlier review by NHPC members and input from the VT Division.

- Phil is following up with consultants to inquire about their interest in responding to the RFP. Phil will make clear that NHPC will provide volunteers to work on the project.

- NHPC will get \$5,123 from a Federal Grant through the VT Division. This is a Certified Local Government grant, for which Norwich is eligible because it is a CLG. The grant requires matching of \$805 in cash donations (from the NHPC Town allocation), and some 42 hours in volunteer time.

- The timeline: consultant proposals are due February 9. Phil will make those available electronically (and in hard copies at his office) to NHPC members; NHPC will meet February 11 at 10:00AM at NHS to select the consultant; the project completion date is August 15th, 2015.

- After checking members' availability, the meeting was confirmed for February 11th at 10AM at NHS to review applications and select the consultant.

## **7. Membership of NHPC**

- The Commission will need to discuss new members of the NHPC. Phil noted the applications should be submitted to the Selectboard in April. Bill, Stuart and Nancy's terms end in 2015. They need to send an email to Nancy Kramer this April as to whether they would like to remain on the NHPC.

- Members felt an additional architect on the commission would be valuable.

- We will discuss possible new members at the February meeting of the NHPC.

## **8. Other business:**

- Marketing ideas were discussed:

- A broader idea for NHS is to explore having a permanent display panel showing current events at the NHS on Dan & Whits community bulletin board.

- We explored ideas for attracting more people to see the Cycles of Change: Farming in Norwich exhibit. NHS is open year round Wednesday & Thursday, 10:00 – 4:00. Phil suggested a permanent poster (on foam core board on an easel) for the Farmer's Market for Cycles of Change: Farming in Norwich. Ideally this would be existing artwork, with a banner added to the effect of "Open Now; Free." Judy and others were supportive of this idea.

Winter Markets at Tracy Hall are the 2<sup>nd</sup> and 4<sup>th</sup> Saturday from 10:00 – 1:00. The remaining Markets are Feb 14 & 28, March 14 & 28, and April 11 & 25. These are appealing opportunities because Tracy Hall is nearly across the street from NHS. However, NHPC would need to provide a volunteer to be at NHS during the dates/time. This is to be discussed informally in the next few days and at the next NHPC meeting on February 11.

Starting in May the Market is at the outdoor location on Rt 5 every Saturday from 10:00 – 2:00. We could also put the sign there, and NHS would be open with an NHS volunteer each of these Saturdays 10:00 – noon.

- Peter Brink is working on a brief handout about the history of the Farmers Market to be available as part of the Cycles of Change exhibit. This is an idea which Nancy Hoggson had had. Peter has sent a draft to Jay & Liz Guest and to Steve Hoffman at the Farmer's Market to review.

- Judy will talk to Ben Silberfarb about making a Cycles of Change: Farming in Norwich DVD for sale.

**The next meeting of the NHPC is February 11th @ 10AM at NHS.**

The meeting was adjourned at 12:10PM

**Respectfully submitted by Anne Silberfarb, Secretary**

*APPROVED 2/11/15*