

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

Wednesday, February 11, 2015

Present:

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 10:07AM

1. The minutes of NHPC meeting January 30, 2015 were approved unanimously:

- Note: draft minutes as well as approved minutes are posted through Phil's office on the Town Website, at Tracy Hall and at the Norwich Post Office.

2. Review proposals received and select the consultant for the Norwich Windshield Survey:

- Lyssa Papazian was the only preservation consultant to respond to the Request for Proposals (RFP) issued by the Town for the Norwich Comprehensive Sites and Structures Survey: Phase 1-Windshield Survey. Phil contacted other consultants who he thought might be appropriate to respond to our proposal, but none were available.

Nancy Osgood and others were pleased that Lyssa is willing to take on this project – noting Lyssa's excellent previous work for NHPC on the successful nominations to the National Register of the Beaver Meadow School House and the Root District School House. All members of the NHPC were impressed with Lyssa's proposal. Phil reviewed the proposal and noted that she responded to every item in the RFP, including agreeing to do the outlined work for the budgeted amount of \$5,600. Lyssa will provide digital files of the deliverables, with the Town responsible for making hard copies. Selected members of NHPC will accompany Lyssa in taking photos for the survey.

This windshield survey is phase one of a comprehensive survey for all of the Town of Norwich. This complements the work already done with the previous survey and listing of Norwich's Village Center on the National Register of Historic Places. The windshield survey will include recommendations for completing a comprehensive survey and for potential listing of additional properties on the National Register. None of these actions restricts in any way the rights of property owners to do as they choose with their property. The survey will provide information as a basis for Town planning and for educational outreach. At the conclusion of the work, NHPC will hold a community meeting so that Lyssa can present the results of the survey, as well as recommendations; it is anticipated that this will take place in September.

A prototype of an app for iPad to do historic surveys will be available to us for testing in the spring. Norwich is one of a few communities across the U. S. selected to field test the app. The National Park Service in partnership with the National Association of Historic Preservation Commissions is developing the app. The Vermont Division for Historic Preservation is a partner in its development. Ultimately the app will enable data from surveys across Vermont and the United States to be accessible in one integrated electronic database. NHPC is pleased to play a role in this national effort.

Lyssa will develop a spreadsheet, which will be loaded into the app. Nancy Osgood and Bill Aldrich are willing to help with historical information, and Peter Brink will advise and assist with the project management.

Phil will contact Lyssa and develop a contract for approval by the Town. Lyssa will then begin background research, working with Nancy and Bill. NHPC will work with the Town on a brief public statement about the purpose and timing of the windshield survey. Photography is due to commence in early/mid spring though exact timing depends upon the readiness of the iPad app for field testing, expected in late April or May.

- Bill Aldrich moved, Nancy Osgood second, and the NHPC unanimously approved Lyssa Papazian's proposal to carry out the Norwich Comprehensive Sites Structures Survey: Phase 1-Windshield Survey.

3. Discuss further and hopefully finalize proposals for additional marketing with NHS Cycles of Change: Farming in Norwich:

- Topics discussed:
 - No changes have been made to the itemized list of expenses and income for Cycles of Change: Farming in Norwich. Phil will continue to check whether there are expenses still to be included. Judy will track and report expenses for completing the last items related to the exhibit.
 - Judy with Phil will make copies of the handout map of the 8 farms to be available at the exhibit; it clearly notes that visitors are to phone farmers before visiting them. Thank you to Jonathan Frishtick for donating his time and expertise to do the map.
 - Judy will have a revised donor panel made to include additional donations such as Jonathan's.
 - We will do a mounted poster with easel for display at the Farmer's Market on Saturday, March 14, advertising that the Exhibit will be open from 10:00 to noon that day. Phil and Judy will prepare the display consisting of a mounted poster and banner on an easel. Nancy generously volunteered to be at NHS from 10:00 – noon that Saturday. Based on the turnout for this experiment, Nancy, Phil and Judy will decide about doing this at one or more subsequent Farmer's Markets. (Peter will return April 7 and can then assist.)
 - Cheryl will check on the possibility of a display at Dan & Whit and get back to Judy Brown for follow-up.
 - Peter is awaiting suggested edits on a hand out about the history of the Farmer's Market from Jake and Liz Guest and Market Manager Steve Hoffman.

4. Discuss further suggestions for possible additional members of NHPC to be appointed by the Selectboard.

- Nancy, Bill, and Stuart need to send an email as soon as feasible (and definitely by early April) to Nancy Kramer for the Selectboard in order to apply for reappointment to the NHPC.
- There was a brief discussion of possible new members of the NHPC.

The meeting was adjourned at 11:27PM

Respectfully submitted by Anne Silberfarb, Secretary

APPROVED 4/13/15