

**Norwich Historic Preservation Commission Meeting
Norwich Historical Society, 277 Main Street, Norwich, Vermont**

Minutes March 4, 2013 Meeting

Attending: Bill Aldrich, Peter Brink, Phil Dechert (CLG Coordinator), Nancy Hoggson

Also attending: Judy Brown, Director, Norwich Historical Society, Dave Morin, Website consultant

Absent: Roger Blake, Cheryl Hermann, Nancy Osgood, Anne Silberfarb, Stuart White

Nancy Hoggson called the meeting to order at 9am. This was a meeting to focus on starting the website project, which had been delayed pending confirmation of the funds available due to changes in the Beaver Meadow National Register application. All Commissioners were invited to attend, if interested.

1. Introductions
2. Review of 2012 CLG grant proposal detailing work to be done on website. It was agreed that the mini-sites focused on Norwich's historic preservation projects would be linked to the NHS site, which will be maintained by NHS.
3. Dave Morin(consultant=RGB) will also submit a revised proposal for services, which will be slightly more than his original estimate (\$1650 vs. \$1305). There is some extra money in the grant budget for this year because of reduced work with Beaver Meadow schoolhouse. The project ended up just being the single schoolhouse building nomination for the National Register vs. the entire neighborhood.
4. Revised scope of work for enhanced website as per grant request 2012:
Wordpress mini-site for individual projects: Beaver Meadow, Root District School Houses, Upper Valley Grange

Revamp of NHS site to accommodate the addition of these mini-sites; updates to include general cleanup and reorganization of current information. There will be post-launch training and support for NHS with the new site. Any large-scale changes after approval and launch will be handled on a per-hour basis.

Timeline:

April 1	RGB (consultant) to provide NHS with 2-3 graphical options for new site NHS provides mini-site content to RGB
April 15	RGB creates new sites
April 15- 30	changes, adjustments etc.
May 1	site launch
May 1-15	troubleshooting, training and support as needed from RGB

5. Nancy and Judy will begin work on the new site plan immediately and will look at revised and new content as well.

The meeting adjourned at 10am.

Respectfully submitted,

Nancy Hoggson

APPROVED 1/14/14