

NORWICH HISTORIC PRESERVATION COMMISSION
AGENDA

#1

Wednesday, August 5, 2020

Town Zoom Meeting, START TIME 1:00pm

Topic: Historic Preservation Commission

Time: Aug 5, 2020 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83053088352>

Meeting ID: 830 5308 8352

877 853 5257 US Toll-free

888 475 4499 US Toll-free

1. Approval of Agenda
2. Review and Approval of Minutes from meeting of November 11, 2019
3. Election of Officers
4. Review draft of RFP for the Norwich Barn Survey
5. Other business
 - a. Update on Podcast Grant
6. Adjourn

NORWICH HISTORIC PRESERVATION COMMISSION

Draft Minutes

Monday, November 11, 2019

Community Room, Norwich Public Library

Members present: Peter Brink, vice-chair; Deb Brian, Anne Silberfarb, Bill Aldrich, Phil Zea, and Nancy Osgood

Also present: Sarah Rooker, Director of the Norwich Historical Society

Peter called the meeting to order at 10 o'clock.

Peter welcomed our newest member, Phil Zea. To the enthusiastic introduction Phil replied that he is a native of the Upper Valley, grew up in Meriden, and from a young age enjoyed the friendship of Louise and Albert Johnson, the former owners of his Norwich home. Phil has worked for a host of cultural organizations including Historic New England, Colonial Williamsburg, and Historic Deerfield where he is now president. We are delighted he has joined the Commission.

Peter noted that Folger Tuggle, who has significant experience and interest in Norwich history and architecture, has submitted his application to the Selectboard to be appointed to this commission, and when that happens, the commission will be at its maximum size of 7.

- 1. Review of the minutes of the May 23, 2019 meeting:** Anne moved, Bill seconded, and we voted unanimously that the minutes of the May 23rd meeting be approved as written.
- 2. Update on podcast driving tours funded by CLG grant:** Sarah gave us an update on the 3 Norwich driving podcast tours that she is doing: schools, early settlement, and the history of early industry and commerce in Norwich, particularly mills. Development of the tours is funded by a Certified Local Government grant from the Vermont Division for Historic Preservation to the Town of Norwich, with a request for proposals done, and the winning proposal, selected by NHPC, being that submitted by the Norwich Historical Society.

The first of the tours, on the schools, is almost complete, the route with the 7 designated stops to take about 1 hour 20 minutes. The text is set; Milt Frye and Wendy Thompson are the two narrators. CATV will help with the recording. Doug Lufkin and Jonathan Frishtick are in the process of designing maps and a brochure to accompany the podcast during which we will learn about education in Norwich and the saga of the

consolidation of the one-room schoolhouses. This as well as the other podcasts will be launched with much fanfare. There will be a webpage for the podcasts.

Each podcast will be a mix of history and engaging stories. The text of the second podcast about early settlement history in Norwich is in the draft stage with the thought that it may be expanded to include another stop.

Asked about NHS walking tours, Sarah reported that the walking tours are very popular especially with people in the community. The one on Mid-Century Modern Architecture in Norwich drew people from a broader area. Phil pointed out that many would be interested, as a future project, in learning more about Joseph Smith and the history of the Smith family in Norwich.

Sarah added that the next Norwich Historical Society exhibit will open in February and will focus on women activists in Norwich and their role in the abolition, suffrage, and temperance movements. It will also include the history of the Norwich Women's Club.

3. Update and discussion of other current projects: Quoting from the summary which Peter distributed earlier:

Goodrich Four Corners is now listed as a district on the National Register of Historic Places. Many thanks to all who helped with this!

Brigham Hill Farm nomination as a National Register district was reviewed by the Vermont Advisory Board and forwarded to the Keeper of the National Register, National Park Service for final review and listing.

Maple Hill Farm nomination was reviewed by the Vermont Advisory Board and returned for minor amendments. Consultant Brian Knight is now doing these.

Meeting House Farm nomination was reviewed by the Vermont Advisory Board and returned for minor amendments. Brian Knight is now doing these.

Mid-Century Modern multi-property nomination (MPDF) for the National Register by consultant Lyssa Papazian has been approved by Devin Coleman, State Architectural Historian, Vermont Division for Historic Preservation, and will now go before the Vermont Advisory Board. **Nominations of three properties pursuant to the MPDF** by Brian Knight have been approved by Devin Colman and will now go before the Vermont Advisory Board; the three properties are: Redwood House, Stockmeyer House, and Eldredge House.

Thanks to Sarah Rooker, all individual structures and districts thus far listed on the National Register of Historic Places are available in full text, photos, and maps on the

Norwich Historical Society's website under the heading "Historic Preservation." The last actual listing of the Goodrich Four Corners district is now there in full.

- 4. Discussion regarding requests for FY2020 grants from the Certified Local Government Program, Vermont Division for Historic Preservation, the deadline of which is December 16th. This includes consideration of recommendations in Lyssa Papazian's Windshield Survey Report of Dec. 15, 2015, updated on Feb. 8, 2016.**

We considered several of her recommendations including Jones Circle, Union Village, and developing a MPDF for Agricultural Resources, but because we are concerned about the physical state of some of the barns in Norwich and recognize their importance to our rural landscape and history, we focused most intently on them.

In 2009 the Vermont Division for Historic Preservation did a rough barn census and listed approximately 30 barns in Norwich. Wishing to expand on this list, document them more fully, and share what we learn,

Phil moved, Bill seconded, and we voted unanimously that the NHPC apply for a CLG grant to do a robust survey of the barns and include public outreach.

Peter noted that this detailed survey will also assist owners in applying, if they choose, to the Vermont Barn grant program (matching grants). The link for the current Norwich barn survey is: <https://accd.vermont.gov/historic-preservation/identifying-resources/barn-census/barn-census-database>. Peter will get consult with various individuals and develop the grant proposal for the December 16 deadline.

- 5. Other business:** There was no other business.

The next meeting will be scheduled at a later date.

- 6. Adjourn:** Anne moved, Bill seconded, and we voted unanimously that the meeting be adjourned, which was at 11:25.

Respectfully submitted,

Nancy Osgood

#4

**REQUEST FOR PROPOSALS
TOWN OF NORWICH HISTORIC PRESERVATION COMMISSION**

Norwich Barn Survey

August 15, 2020

The Norwich Historic Preservation Commission (NHPC) is requesting proposals to conduct a town-wide barn survey to raise owner's and public knowledge and appreciation of extant barns focusing on traditional (post and beam) construction methods built prior to 1970 and their importance to Norwich history and their significance in maintaining the historic and rural character of the Town. The consultant will offer a public program describing the findings and will provide information about resources available to those who seek help in preserving their barns.

The NHPC's undertaking of the Norwich Barn Survey acknowledges the inherent importance and endangerment of barns in Norwich and is a key charge of the NHPC in the recent Norwich Town Plan.

About Norwich

Norwich Vermont with a population of approximately 3,400 lies on the Connecticut River. The village was chartered July 4, 1761 by Governor Benning Wentworth, the first Royal Governor of the Province of New Hampshire. The Village Center was listed on the National Register in 1991. Of the 169 buildings in this Historic District, 136 contribute to the National Register designation.

About the Norwich Historic Preservation Commission (NHPC)

Norwich became a Certified Local Government in 2010, and the NHPC was formed by the Town of Norwich shortly thereafter. The following projects have been completed and were partially funded with CLG grants:

- 2011 – NHPC, in partnership with NHS, produced the town's first Historic Walking Brochure, available through the Vermont State Welcome Centers on I-91 and I-89, as well as key Norwich locations.
- 2012 – Prepared and submitted nominations of the Beaver Meadow Schoolhouse and Root District School to the National Register. Both were listed in June 2013.
- 2014 – Norwich Farms Project – A public exhibit, in partnership with NHS, about farming in Norwich ("Cycles of Change: Farming in Norwich"), including oral histories and text/photo panels with audio on 8 Norwich farms, video on 4 of the farms, and handout chronology. At NHS June 2014 - June 2015.
- 2015 – Norwich Windshield Survey and community presentation – A comprehensive identification of all properties within the Town of Norwich and recommendations for follow up steps in terms of surveys and nominations to the National Register.
- 2016 – 2019 Successfully nominated the Goodrich 4 Corners District and the Mid-Century Modern District to the National Register as well as Maple Hill Farm, Meeting House Farm, and the Brigham Hill District.
- 2018 - 2019 – The nomination of the Multi-Property Description Form for Mid-Century Modern Architecture in Norwich is pending approval by the National Parks Service.
- 2020 – Contracted for 3 specific podcast driving tours: Early Settlement, Historic Schools, and Early Industry and Commerce in Norwich. These tours, available on the Norwich Historical Society's website, draw from research gleaned from our CLG grants.

Audience, methods, and products

Our audience is both Norwich residents and visitors to Norwich.

The demand for the Norwich Historic Walking Tour brochure of the Village Center National Register (N/R) District evidences strong interest by residents and visitors in seeing and learning more about Norwich historic places. Produced by NHPC and the Norwich Historical Society (NHS) with a CLG matching grant in 2011, we have now printed and distributed more than 20,000 of the brochures both in Town and at selected Vermont Welcome Centers.

In addition, NHS has been offering walking tours for the past four years, which are now regularly over-subscribed, with waiting lists. The walking tours are organized thematically and tell stories of social justice, early modernism, and the evolution of transportation. They include the following historic districts and sites: Village Center District, Mid-Century Modern District, and the former Lewiston and Pompanoosuc depots. The public response to these evidences a strong desire for ways to see historic areas in Norwich with informed, lively commentary.

Most recently we have built upon this success with the development of podcast driving tours to sites not conducive to walking tours. We also recognize that not all residents are able to attend walking tours due to hearing or mobility issues. These driving tours will increase accessibility to information about Norwich's historic sites and are a highly effective response to covid-19 conditions.

Project Description

The survey will utilize the Vermont Division standard survey forms. The project report should start with a context statement setting forth the importance, roles, and evolution of barns in Vermont and Norwich. The survey will reference the National Register MPDF for Vermont agricultural resources, and include a summary of trends identified in the survey: framing traditions, building or timber dimensions, types of woods used, etc. These trends and the resulting barns will be placed within the context of the publication "Cycles of Change: Farming in Norwich, A Chronology," written as part of the Norwich CLG project, 2014-15.

The Barn Survey will encompass the entire Town of Norwich. Forty barns in Norwich were identified in the 2009 Barn Census which can be found at <https://accd.vermont.gov/historic-preservation/identifying-resources/barn-census/barn-census-database>

This information needs to be updated. Barns not included in the 2009 survey need to be identified, surveyed, and photographed.

The Norwich Barn Survey will draw upon the National Register listings and nominations of early Norwich dwellings, including barns and other farm structures, completed to date, most by NHPC with the Division's assistance. The Survey will also include a review of photos and other priority information in the Norwich Historical Society archives, including barns that no longer exist today.

A central component of the survey is making the completed barn survey forms, photos, and related information easily accessible to Norwich residents and all who are interested. To this end, the completed context statement, all survey forms, and related information will be accessible on-line.

In partnership with the Norwich Historical Society, there is already a section of the NHS website, Historic Preservation, dedicated to NHPC and containing easy access to the full text and photos of all National Register listings done to date for Norwich: <https://norwichhistory.org/historic-preservation/> This site also explains the Vermont Certified Local Government program and the role of NHPC

Basis for Selection of Contractor

The contractor will be selected based upon the following criteria:

1. Demonstrated ability to carry out the project as specified above.
2. Prior experience and record of performance regarding similar type projects
3. Ability to complete projects within budget.
4. Ability to schedule and tracking volunteer hours (the local match under CLG)
5. Ability to work within time schedule, including record of timely completion of past projects.
6. Ability to work with other consultants, Town residents, Historic Preservation Commission, Historical Society, Town staff and Vermont Division of Historic Preservation staff.

C. Consultant Responsibilities

The Consultant selected for this work must:

1. Comply with Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of

1973, as amended, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975 prohibiting discrimination on the grounds of race, color or national origin, against people with handicaps, and on the basis of disability and age.

2. Comply with all the requirements of Title 21 V.S.A., Chapter 5, Subchapter 6 relating to fair employment practices to the extent applicable.
3. Comply with Federal requirements governing grants (Office of Management and Budget circulars A-87 or A-122, 43 CFR 12 or A-110, and A-128).
4. Hold the State of Vermont and the Town of Norwich (its officers and employees) harmless from any damages to persons or property arising from any act, omission or action relating to this project.
5. Furnish periodic reports, statements, volunteer timesheets and other documents as necessary.
6. Ensure that billable consultant hours matched the necessary number of volunteer hours to meet CLG grant obligations.
7. Promptly inform the Town of any significant problems, delays or adverse conditions.
8. Have the ability to obtain liability insurance.

Timeline

August 14	RFP's notices emailed
September 4	Proposals due
September 16	NHPC meets to consider
September 25	Contract Signed
October 23	Research and volunteer organization
November 25	Monthly Report Due (consultant to volunteer time reconciled)
December 1	<i>First Progress Report Due to DHP</i>
December 23	Monthly Report Due (consultant to volunteer time reconciled)
January 22	Monthly Report Due (consultant to volunteer time reconciled)
February 19	Monthly Report Due (consultant to volunteer time reconciled)
March 19	Monthly Report Due (consultant to volunteer time reconciled)
April 1	<i>Second Progress Report Due to DHP</i>
April 16	Monthly Report Due (consultant to volunteer time reconciled)
May 21	Monthly Report Due (consultant to volunteer time reconciled)
June 18	FINAL Report Due (total consultant to volunteer time reconciliation)
AUGUST 1	<i>DEADLINE FOR FINAL SUBMISSION TO DHP</i>

Proposal Instructions

Proposals should address:

- Project description above and the method and procedure to be used to fulfill the requirements.
- The total budget for specific tasks.
- The budget for this project cannot exceed \$9,000. To achieve this requires maximum local volunteer participation to be documented by the contractor. If in the opinion of the contractor, the work would exceed the \$9,000 budget, the contractor should identify areas to be eliminated from the scope of work in order to ensure total project costs do not exceed \$9,000.

Limitations of Liability

The Town of Norwich assumes no responsibility and no liability for costs incurred by proposer in responding to this Request for Proposal, or in responding to any further request for interviews, additional data, etc. prior to the issuance of a contract.

Indemnification and Insurance

The chosen consultant shall comply with the following requirements.

1. The consultant agrees to defend and save harmless the Town of Norwich, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of this Agreement, including personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees

and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.

2. The consultant shall maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work the Town shall be furnished with an insurance certificate as proof that coverage is in place.

General Liability	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence
Personal Injury	\$1,000,000 per occurrence
Automotive Liability	\$500,000 per occurrence
Workers' Compensation	(Statutory Requirement)

Revisions to the Request for Proposals

The Town of Norwich reserves the right to modify any technical and submission requirements associated with this proposal and the scope of work.

Rejection of Proposals

The Town of Norwich reserves the right to reject any or all proposals or to award contracts in whole or in part if it is in the best interest of the Town.

Submission of Proposals

All proposals must be received at norwichvtplanner@gmail.com no later than 2:00 p.m. September 4.

Proposals submitted after this time and date will not be accepted. All proposals will ONLY be accepted via e-mail.

For more information:

Rod Francis

CLG Coordinator

Director of Planning and Zoning

norwichvtplanner@gmail.com

Please submit proposal to:

In PDF format –

norwichvtplanner@gmail.com

Three podcast driving tours were produced for this project: Norwich Schools, Rivers & Mills, and Early Settlement. Each tour includes 8 - 9 stops with historical narration. A website, printed individual maps, and a final map/brochure combining all three tours accompanies the podcasts.

Challenges and Opportunities

COVID-19 certainly impacted this project. We had the schooling podcast recorded and partially edited and the Early Settlement Tour partially recorded at the CATV community access studios just before we had to shelter-in-place. Luckily CATV's philosophy is to train community members in how to use the equipment, so Sarah Rooker was able to pick up the audio editing at home. The Early Settlement Tour narrations proved to be not of the quality we wanted and we were unable to gather narrators back at CATV, so we asked the owners of the houses on the tour if they would narrate. Everyone agreed and narrated into their phones. Sarah Rooker then edited the texted narrations. Despite the lack of a sound booth, they came out pretty well. Several homeowners improved on the narrations, adding little stories and correcting some history. It turned the podcast project into a community-wide effort. David Macaulay stepped in to narrate the Rivers & Mills podcast and carefully critiqued the content.

The podcasts proved to be the perfect activity for the community while sheltering-in-place. Many people wrote to say that they enjoyed being able to leave their homes safely. Quite a few families also took the tours. The Norwich 3rd grade teachers decided to assign all three podcasts to the students as part of their Norwich history unit and they proved to be exactly what families needed with distance learning. A local retired teacher re-wrote the Early Settlement podcast in a family-friendly way and we had a beloved school principal and student narrate it. We were able to hire Center for Cartoon Studies graduate, Emily Zea, to create an accompanying comic book for the Early Settlement podcast. She Zoomed with the kids to explain her process of using place, history, and art to tell story. She'll be working with the 4th grade in the fall, creating a comic book to accompany the Mills & Rivers podcast.

We are now working with a local e-bike touring company to connect the podcasts to their touring program.

Publicity:

Webpages for the project begin at: <https://norwichhistory.org/podcast-driving-tours/> The comic book is there as a flipbook. While it wasn't funded as part of this project, it became an integral teaching tool.

Valley News Article: <https://www.vnews.com/Norwich-Historical-Society-starts-podcast-accompanied-tours-of-historic-sites-in-town-33793433>

[Schooling Podcast Enews:](#)

[Mills & River Podcast Enews:](#)

[Early Settlement Podcast for Kids Enews](#)

We have had a booth at the Norwich Farmers market all summer and have distributed podcast maps every week.

Use:

Schooling Podcast: 1090 downloads

Mills & Rivers Podcast: 772 downloads

Early Settlement Podcast: 2,099 downloads

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