

**HISTORIC PRESERVATION COMMITTEE
MINUTES– April 6th, 2011
Norwich Historical Society, 277 Main Street, Norwich**

Attending: Bill Aldrich, Roger Blake, Peter Brink, Phil Dechert, Nancy Hoggson, Anne Silberfarb
For the brochure: Writer/researcher: Charlotte Barrett, Graphic Designer: Laura Osborn, MapMaker: Jonathan Frishtick; website: Dave Morin.

1. Dechert handed out agreements for each of the 4 contractors selected for the project.
2. Minutes from March 30th, 2011 meeting were approved as written, with the correction changing 2010 to 2011.
3. Walking Tour Brochure:
 - i) Grant timeline was reviewed with a July 15th, 2011 date for completion. All agreed this is very tight, but we will work towards that. Hoggson, with Brink's input, will be the project manager, assigning other tasks to HPC members, as appropriate. Dechert will manage the finances. 40% match has been raised, thanks to Dartmouth Printing's pro bono offer for printing; \$500 from Preservation Trust of VT; \$300 from Brink's UVM honorarium. No additional sponsorships are needed. Logos of all will appear on the back panel of the brochure. HPC members will record all the time spent at meetings and working on the brochure for the grant match.
 - ii) **Timeline (critical to have fast turn-around from HPC back to each contractor):**
 - April 15th: preliminary brochure concept blocking out text boxes etc. from Osborn to Hoggson/Barrett
 - May 13th: 1st draft of copy from Barrett to Hoggson/Brink.
 - May 18th: copy returned to Barrett with comments.
 - May 20th: 2nd draft of copy from Barrett to Hoggson/Brink
 - May 23rd: final copy & photos to Osborn for design
 - June 1st: 1st draft of final brochure from Osborn to Hoggson/Brink
 - June 6th: brochure with changes back to Osborn
 - June 9th: 2nd draft of brochure from Osborn to Hoggson/Brink
 - June 15th: to Dartmouth Printing**
 - July 15th: brochures delivered to State Welcome Center Distribution Center and to Historical Society
 - iii) Frishtick to work with Osborn on map development at the beginning of the project.
 - iv) Brochure to Dave Morin when it goes to the printer for website development.
 - v) HPC reviewed proposed properties for the brochure: 22 selected. Property owners will be sent a letter from Dechert's office re the selection of their property; historic photos will be used and the historic name of the property (vs. current owner's name).
Work begins immediately!

Respectfully submitted,
Nancy Hoggson

Meeting began at 10 am and concluded at noon.