

**City of Keene**  
**New Hampshire**

**HERITAGE COMMISSION MEETING MINUTES**

**Wednesday, March 8, 2017**

**4:00 PM**

**Trustee's Room, Library**

**Members Present:**

Rose Carey, Chair  
Susan D'Egidio, Vice-Chair  
Louise Zerba  
Katherine Snow (Late)  
Jonathan Foskett, Alternate  
Robert O'Connor, Councilor (Late)

**Staff Present:**

Tara Kessler, Planner

**Members Not Present:**

Kevin Dremel  
Marilyn Gemmell

**1) Call to Order/Roll Call -**

Chair Carey called the meeting to order at 4:00 PM. Roll call was conducted.

**2) Approval of Minutes – January 11, 2017**

Ms. Zerba made a motion to adopt the minutes of January 11, 2017 as submitted. Mr. Foskett seconded the motion which carried unanimously.

**3) Hillside Village Section 106 Memorandum of Agreement – Jim Phippard**

A copy of the draft Memorandum of Agreement (MOA) was included in the meeting packet. Ms. Kessler also emailed the final draft MOA to Commission members and provided hard copies at the meeting. The stipulations included in the MOA are as follows:

A public display will be set up in the main lobby of the Community Building and will include text, maps, and recent and historic photographs of the buildings in their original settings on the property. It will also include historical information abstracted from the Individual Inventory form for the Ellis/Russell/Dodds farm and other data on file at the NH Division of Historical Resources. Small artifacts will be collected from the farm property. They will include small hand tools, horse shoes, hardware, barn boards, lightning rods and other interesting items. Narrative descriptions of what they are, the estimated age and how they were used in the agricultural activities on the property will be included in the display. The content of the display will be overseen by an Architectural Historian qualified under 36 CFR 61. NESHPO will have 30 days to comment on a draft layout of the display.

Jim Phippard reported the final agreement (MOA) was signed yesterday by the Army Corps of Engineers and copies are on the way to the City of Keene for signature by the Heritage Commission Chairperson. Mr. Phippard noted the signatory page will need to be changed to reflect Ms. Carey as the current Chair. After speaking with an Attorney today, Mr. Phippard noted if the Commission is in favor of the agreement it would be acceptable to strike out Chair Zerba's name and replace it with Chair Carey. Mr. Phippard explained the process that would follow after the document is signed. Mr. Phippard reported the applicant has begun collecting artifacts and has contacted the previous owner/family. He also explained the applicant has up to 5 years to complete these acts after the agreement is signed. Mr. Phippard indicated this process would probably take a couple of years to complete and he will come before the Commission for a review of the display for the Community Room prior to final approval. He stated that

he hopes the Commission will vote to sign the agreement when it arrives. Mr. Phippard asked for Commission comments.

Ms. Zerba asked what happens if one of the signatories determines the display was not created. Mr. Phippard stated that the MOA signatory parties do have a right to inspect the display; he also explained how complaints could be filed. Mr. Phippard advised the agreement does run with the property and the display can be changed over time. As a side note, Mr. Phippard reported a dump site was found on the property. Although no contaminants were found after testing, the applicant has been required to remove the dump.

Ms. Snow asked if the City Attorney has looked over this agreement. Ms. Kessler replied in the affirmative.

Ms. D'Egidio referred to Section I. "Duration" and the mention of three years and not the five years noted by Mr. Phippard. Mr. Phippard explained they expect us to have a draft in front of them within three years. He also noted there is no statutory requirement after we submit the draft as it has to go through channels to be signed off in Washington D.C.. Mr. Phippard also explained the requirement to hire a Historical Consultant; he noted Lynn Monroe has been hired to work with them.

Councilor O'Connor asked who was making them remove the dump. Mr. Phippard reported it was the US EPA due to the federal permitting process. He also noted the bonding agency wanted additional testing done which was completed yesterday; no contaminants are allowed on the site.

Councilor O'Connor moved for the Heritage Commission to allow Rose Carey to sign the Memorandum of Agreement between the U.S. Army Corps of Engineers and the New Hampshire Historic Preservation Officer regarding the Hillside Village Continuing Care Retirement Community, Keene, New Hampshire, at 99 Wyman Road on behalf of the City of Keene's Heritage Commission. Ms. Zerba seconded the motion, which carried unanimously.

#### **4) Certified Local Government Grant – Historic Preservation Workshop Series 2017 and 2018**

Ms. Kessler reported the Commission did receive the Certified Local Government Program grant from the NH Division of Historical Resources (DHR). She noted they have suggested three workshops instead of the two discussed by the Commission. They recommended the following three topics:

1. Researching the history of your home
2. An overview of Keene's architectural history
3. How to rehabilitate or restore a historic home

Continuing, Ms. Kessler reported that NH DHR did not think the Commission's proposed budget was sufficient enough to cover the costs of consultants. Ms. Kessler also reported on the consultants she researched throughout New England to see if they would be interested and what their fees would be. The Commission had initially applied for \$2,450.00 and the new grant award is \$4,500.00. Ms. Kessler reported this grant requires a 40% match. She reported on the Commission's budget noting the \$1,200 received annually from the City. The current balance in the Heritage Commission Fund is \$12,334 so the Commission does have funds to augment the workshops, if necessary. Ms. Kessler reported the Commission's portion to be \$735; she noted her staff time as in-kind services. She noted Commission member's time and donated space could also be counted as in-kind services. Ms. Kessler also noted the grant needs to be accepted by the City, for which City Council approval is necessary.

Continuing, Ms. Kessler reported everything needs to be completed by August 2018. For this purpose Ms. Kessler created a checklist of items for the Commission to work on. The checklist was distributed to those present. Ms. Kessler indicated she could take on some of the items and that it would be helpful to have a point person from the Commission to work with directly. She also noted the consultants could do the heavy lifting on the facilitating of the workshops and the Commission would concentrate on the organization aspects. She explained more work would be needed regarding a consultant for workshop #2

as the estimated costs provided by consultants for this work is very high. Commission members agreed local experts could be utilized for this workshop along with work done previously. Ms. Kessler also indicated workshop topic #1 would be the easiest to pull together. After discussion, the Commission members made the following decisions regarding the workshops.

1. The Commission will partner with the Horatio Colony Museum for the first workshop in September/October 2017. Anita Carroll-Weldon reported she has contacted Sally Zimmerman from Historic New England who does presentations on researching historic properties. Ms. Carroll-Weldon noted the cost would be \$250 plus mileage. Ms. Carroll-Weldon explained the museum also has a mailing list and website that can be used for advertising; in addition, she can place a paid advertisement in the Sentinel and the Shopper. Ms. Carroll-Weldon agreed to set up a conference call including Ms. Kessler to work out the details. Ms. Carroll-Weldon also agreed to provide information on an author who previously did a tour on Keene's federal style architecture.

Ms. Snow motioned for the Heritage Commission to partner with the Horatio Colony Museum for the first workshop. Ms. Zerba seconded the motion, which carried unanimously.

2. Ms. Snow mentioned contacting the Historical Society to see if they wanted to participate in workshop topic #2. Chair Carey mentioned other resources such as Alan Rumrill and Bill Dow. Ms. Kessler reported NHDHR has recommended a consultant take on a portion of this workshop, so more discussion is needed here.
3. For the May 10, 2017 meeting Ms. Kessler recommended the Commission concentrate on identifying speakers for the three workshops/costs, dates and times, and then locations. This will allow Ms. Kessler to establish budgets for each of the workshops. Updates from Commission members will also be discussed.
4. Timeframes for the workshops are September/October 2017, winter/spring 2018, and June 2018 for the final workshop. This will allow Ms. Kessler time to close everything out for the grant. The first workshop will be held on a weekday in the evening.
5. Ms. Snow suggested workshop topic #3 could be a contractor fair; similar to a home show.
6. Ms. Snow agreed to contact the Historical Society as a potential venue. She will report back at the May meeting. Ms. Kessler will provide Ms. Snow a date after contact is made with Ms. Zimmerman. Ms. Zerba also suggested the hall at the Court House as a possible venue if a walking tour is considered.
7. Ms. Zerba agreed to coordinate refreshments.
8. All three workshops will be advertised at the same time. Promotional materials will be discussed at a later date.

Ms. Kessler provided an update noting the mailing of the letter to homeowners of homes 100 years old could not be funded with the grant. She suggested this is something the Commission could do on its own. Ms. Kessler also reported the printing of the materials could be part of the Commission's match.

#### **5) Historic Building Recognition Program** – Anita Carroll-Weldon

Chair Carey commented the Commission has previously discussed the idea of a historic plaque program. She asked if the Commission was interested in reconsidering this idea.

Anita Carroll-Weldon noted she had discussed this with Chair Carey recently. She distributed a handout titled draft Historic Building Recognition Award for review and discussion. Ms. Carroll-Weldon reported the idea was brought up at the last Historic District Commission last week. She noted places that stand out presently are 91 Court Street and St. Bernard Church. Ms. Carroll-Weldon suggested this program could also be mentioned during the workshop series; a point she and Chair Carey discussed.

Ms. Carroll-Weldon explained this would include residential and commercial buildings. Chair Carey recommended including barns.

Ms. Snow asked about the logistics of managing this program. Chair Carey suggested two to four plaques per year would be manageable. Chair Carey suggested the plaques have a consistent look and that the Commission supply the plaques. In response to Ms. Snow, Chair Carey replied an application form could be created based on the criteria in this draft.

Mr. Foskett asked if this would be exclusive to a certain group of houses. Chair Carey replied in the affirmative; adding it would be those that stand out and want to be recognized.

Ms. Snow made a motion for the Heritage Commission to support the idea of a Recognition Program and to commit time to study and establish it. Ms. D'Egidio seconded the motion, which carried unanimously.

**6) Subcommittee Reports** – None at this time.

- a. Demolition Review Committee –
- b. Community Outreach Committee –
- c. Research Committee –

**7) Staff Updates** –

- a. Neighborhood Heritage Districts – Noting this was a conversation from the previous meeting Ms. Kessler said the link to the handout was included in the meeting packet. She just wanted to make members aware the information was there for review.
- b. Ms. Kessler reported receiving an email Ms. Gemmell advising of her resignation from the Commission.

Ms. Zerba made a motion to have Chair Carey ask the Mayor to appoint Mr. Foskett as a full-time member. Ms. D'Egidio seconded the motion, which carried unanimously.

As Alternates are needed members should send their suggestions to either Chair Carey or Ms. Kessler. Ms. Zerba also recommended the Chair be directed to send Mr. Dremel a letter to see if he is still interested in his position on the Commission. Chair Carey noted her attempts to contact Mr. Dremel have been unsuccessful; she agreed to send a letter.

**8) New or Other Business** – Nothing at this time.

**9) Next Meeting-** May 10, 2017

**10) Adjourn** – There being no further Commission business Chair Carey adjourned the meeting at 5:05 PM.

Respectfully submitted by,  
Mary Lou Sheats-Hall, Minute-taker  
March 9, 2017

Reviewed and edited by,  
Tara Kessler, Planner