

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

**HERITAGE COMMISSION MEETING MINUTES**

**Wednesday, July 13, 2016**

**4:00 PM     Trustee's Room, Library**

**Members Present:**

Ardis Osborn, Alternate  
Susan D'Egidio  
Marilyn Gemmell  
Rose Carey, Vice-Chair  
Kevin Dremel

**Staff Present:**

Tara Kessler, Planner

**Members Not Present:**

Robert O'Connor, Councilor  
Louise Zerba, Chair  
Katherine Snow

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

Vice-Chair Carey called the meeting to order at 4:00 PM. Roll call was conducted. Vice-Chair Carey welcomed Jonathan Foskett as a guest.

**2) Approval of Minutes – June 8, 2016**

Ms. Gemmell made a motion to adopt the minutes of June 8, 2016 as submitted. Ms. D'Egidio seconded the motion which carried unanimously.

**3) Notices / Communication- Tabled until the September meeting.**

**4) Sunday Social 2016 Discussion- Sweet Tea Event**

Vice-Chair Carey reported that the event will be held on August 28, 2016 from 12:00 PM to 4:00 PM at the Sumner Knight Chapel. She continued, stating that the anticipated budget requested for approval today is \$400.00. Vice-Chair Carey broke down the budget for Commission members:

- \$85.00 rental of the Chapel
- \$315.00 for advertising and food for the musicians

Vice-Chair Carey also made note of the proposed permanent exhibit at the Chapel, which may require additional funding.

In response to Ms. Gemmell, Ms. Kessler passed along comments from the Planning Director, Rhett Lamb. The budget for the event needs to be approved by the Commission prior to the event and can be covered by the Commission's annual budget funds. Mr. Lamb would like the Commission to think about other means of funding for future years. Ms. Kessler also noted the expenses need to be fully documented. Vice-Chair Carey advised she typically fronts the monies

herself and then submits the expenses for reimbursement. Ms. Kessler indicated this would be acceptable providing an itemized report was submitted. Vice-Chair Carey posed no objections.

In response to Ms. Osborne, Mr. Dremel noted a \$10.00 donation per/person is generally requested, but cannot be required. Mr. Dremel noted the funds raised would go entirely to the Chapel from this event. He suggested, the purpose of the event is largely to make people aware of the Chapel and this Commission. It is also to fundraise for the Chapel. Mr. Dremel also noted there is better attendance with the classical music events. They have generated typically between 50 to 60 people. Ms. Osborne shared her concern about spending more than the \$400 being requested. Vice-Chair Carey commented that the possibility of spending over the \$400 does not exist. Vice-Chair Carey indicated that the purpose here is to create goodwill and educational awareness. She also suggested that the Commission would not see any funds coming back from this event. Mr. Dremel discussed the importance of raising the money for the repairs needed at the Chapel, and its historical significance.

Vice-Chair Carey distributed copies of the existing Chapel brochure created by the Parks & Recreation Department. She noted that she would like to create a new brochure for the Chapel prior to this event. Vice-Chair Carey noted that she would like some help with the research from Commission members for a display an brochure on the Chapel.

Vice-Chair Carey outlined a to-do list of activities for planning the event. She noted that she would be writing two articles (one for the Sentinel, one for the Shopper) and will work with Mr. Dremel on other ways to advertise (posters and other ways to get the word out). Mr. Dremel has predesigned posters that can be utilized. Vice-Chair Carey will develop a new brochure and visual display for the Chapel with the help of her daughter.

Ms. Kessler asked if the costs for printing were included in the proposed \$400 budget. Vice-Chair Carey reported is usually done at City Hall. Ms. Kessler noted this would come out of the Planning Department budget advising caution and advance notice be provided. The requested printing size is 17"x 36" in color. Ms. Kessler asked if printing would be on paper posters with no matting. Vice-Chair Carey stated that it would be on paper posters with no matting. Mr. Dremel also noted that Andy Bohannon would be providing input on the permanent display. Commission members discussed how they would contribute to event. The list of activities is described below.

- Mr. Dremel will take care of getting someone to do the food for the tents.
- Vice Chair Carey will provide the history and significance of the Chapel.
- Matthew Leece, of KSC will be putting the program together.
- Ms. Carey will setup the display and bring brochures from the Heritage Commission.
- Mr. Dremel indicated a couple of volunteers will be needed and noted that the event is self-managing.
- Mr. Dremel will check with his organization for additional volunteers.
- Ms. Kessler will send out notices of the event. She will also check to see if it can be included in the City's monthly staff newsletter and on social media.

Mr. Dremel motioned to approve an amount not to exceed \$400 to support this event. Ms. D'Egidio seconded the motion, which carried unanimously.

Mr. Dremel outlined the repairs needed at the Chapel. In response to Ms. Kessler he noted Mr. Bohannon indicated there was a contractor who would do the work for \$25,000. Mr. Dremel has no idea if any grants have been applied for.

**5) Subcommittee Reports-**

**a. Report of the Demolition Review Committee –**

Ms. D'Egidio reported that two garages were demolished prior to the last meeting. These structures were determined to have no historical significance.

**b. Report of the Community Outreach Commission –** Discussed under agenda item 4.

**c. Report of the Research Commission –** Tabled until the September meeting.

**6) Staff Updates-**

Ms. Kessler reported there will be a public workshop at the Joint Committee meeting of the Planning Board and Planning, Licenses and Development Committee on August 11, 2016 regarding the proposed Ordinance for the Main Street Historic District. Ms. Kessler reiterated the process for those present.

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

**8) Next Meeting-** September 14, 2016

Commission members determined there was no need to hold a special meeting in August.

**9) Adjournment –** There being no further Commission business Vice-Chair Carey adjourned the meeting at 4:34 PM.

Respectfully submitted by,  
Mary Lou Sheats-Hall, Minute-taker  
July 14, 2016

Reviewed and edited by,  
Tara Kessler, Planner  
September 6, 2016