



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

**HERITAGE COMMISSION MEETING**

**AGENDA**

Wednesday, January 10, 2018

4:00 PM

Trustee's Room, Keene Public Library

1. Call to Order / Roll Call
2. Minutes of November 8, 2017
3. Election of Chair and Vice Chair
4. Certified Local Government Grant Application
5. Architectural Roadshow: Historic Preservation Workshop Series
6. Subcommittee Reports
  - a. Demolition Review Committee
  - b. Community Outreach Committee
  - c. Research Committee
7. Staff Updates
8. New or Other Business
9. Next Meeting – March 14, 2018
10. Adjourn

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

**HERITAGE COMMISSION MEETING MINUTES**

**Wednesday, November 8, 2017                      4:00 PM                      Trustee's Room, Library**

**Members Present:**

Rose Carey, Chair  
Susan D'Egidio, Vice-Chair  
Katherine Snow  
Louise Zerba

**Staff Present:**

Tara Kessler, Planner

**Members Not Present:**

Councilor Robert O'Connor

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

Chair Carey called the meeting to order at 4:00 PM with the roll call. Chair Carey welcomed Charlotte Schuerman as a guest.

**2) Approval of Minutes – September 13, 2017**

Ms. Snow made a motion to adopt the minutes of September 13, 2017 as submitted. Ms. D'Egidio seconded the motion which carried unanimously.

**3) Historic Preservation Workshop Series 2017 and 2018**

**a. Workshop Planning & Logistics**

Chair Carey asked Ms. Kessler about the workshop funds. Ms. Kessler reported that she does not have the exact balance but she will provide it at the next meeting. The postage from the first workshop (approximately \$1,000) came from the Commission's budget not the grant. Grant funds were used for the printing of postcards to advertise the event. There are 100-200 postcards left that can be used for advertising.

Discussion ensued regarding the first workshop with Chair Carey reporting that over 90 people attended. Ms. Kessler noted that not many completed the printed evaluation after the workshop. From the evaluation forms that were completed, many people said they heard about the event from the Sentinel or social media.

Chair Carey advised the focus today should be on the next workshop in March at the Courthouse. This will also be the focus of the January meeting. Sally Zimmerman is the speaker for the event; her fee is \$200. The topic is "Fix Your Old House". Ms. Zimmerman will discuss "Old House Dos and Don'ts". The Commission needs to sign-up contractors who will perhaps present mini-workshops. The event will take place Saturday, March 3, 2018, at the Courthouse from noon to 4 PM. Ms. Kessler reported that sixteen people have already registered.

In January Chair Carey would like to focus on advertising and begin to share information with the email addresses obtained from the first workshop. She began a discussion regarding the contractors. The format for the event has Ms. Zimmerman speaking for an hour and then two hours of mini-workshops. Ms. Zerba suggested breaking up Ms. Zimmerman's presentation to have contractors' each cover a topic.

This could perhaps be done in 15-minute segments that repeat, allowing those present to attend more than one.

**Contact resource suggestions:**

- Home Builder's Association
- Commission's website
- NH Preservation Alliance
- NHDHR- Peter Michaud
- Code Enforcement Department
- Doug Brown – Wyman Tavern project

**Suggested topics:**

- Historic paint colors – contact Home Depot or local paint stores
- Energy efficiency
- Masonry
- The right tool for the job/purchase and use
- Materials- local/natural
- Bathroom updates/restoration

Chair Carey recommended each member take a piece of this and report back in January. She will email Ms. Zimmerman's topics to Ms. Kessler for Commission members to choose from and then make contact with the appropriate resource.

In response to Ms. Kessler, Chair Carey indicated the space is very conducive to the event. Chair Carey also noted some type of refreshments would be needed. She suggested perhaps the contractors could display work they have done and bring material samples. The plan is to have the contractors' set-up before noon. Attendees could come in and browse and sign-in from noon to 1 PM. The Courthouse does have tables, chairs, and benches that can be used.

b. Historic Building Recognition Program –

Chair Carey reported the program was announced at the first workshop. There are no applicants at this point. Chair Carey will put together a display for the upcoming workshop with the hopes an award can be presented in June.

**4) Commission Membership-**

Ms. Schuerman noted she moved here from Hyde Park, Chicago two years ago to be closer to family. She is interested in serving on the Commission. In Chicago they owned a very old Victorian home. She currently lives in the old Kingsbury house. Ms. Kessler outlined the appointment process and recommended a letter of interest be sent to her or the Mayor.

Ms. Kessler also reported Erin Benik has expressed an interest in the Commission.

**5) Adoption of 2018 Meeting Calendar**

Ms. Zerba motioned to adopt the 2018 Meeting Calendar. Ms. Snow seconded the motion which carried unanimously.

Ms. Kessler also noted Officer Elections should be held at the January meeting.

**6) Subcommittee Reports –**

a. Demolition Review Committee –

Ms. D'Egidio had nothing to report. At the Commission's request Ms. Kessler will research the Mitchell house (Arch Street) demolition and report back at the next meeting.

b. Community Outreach Committee – Discussed under agenda item 3.a.

c. Research Committee –

Ms. Zerba reported on the Interact group's fundraiser for window replacement at the Courthouse. She commended Chair Carey for her work creating the displays. Ms. Zerba noted the facility is open to the public and they want people to use it. She discussed Chair Carey's creation on canvas, of an original architectural drawing, that is being kept on display there at the Courthouse.

Chair Carey reported she still has not gotten to Concord. She has been photographing Court, School, and Washington Streets for the final workshop on June 2, 2018. She reported talking to some of the people on School Street who seemed very interested. As we will be working in that area for the tour she suggested going door-to-door leaving information for them; perhaps some of them might be interested in opening their doors that day.

**7) Staff Updates** – None at this time.

Ms. Kessler asked if the Commission was interested in applying for another round of the Certified Local Government grant. She reported the deadline for filing a non-binding Letter of Interest is November 20, 2017.

Ms. Zerba moved for the Commission to authorize Chair Carey and Ms. Kessler to compile a Letter of Intent. Ms. Snow seconded the motion which carried unanimously.

Topics for the grant will be discussed at the January meeting.

Ms. Kessler reported she sent a letter to Ken Stewart, of West Street Hydro and is still awaiting a response. There will be a project update at the December 7, 2017 City Council meeting on the West Street Dam. Ms. Kessler will verify the meeting date.

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

**9) Next Meeting-** January 10, 2018

**10) Adjourn** – There being no further Commission business Chair Carey adjourned the meeting at 4: 44 PM.

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

Reviewed and edited by,  
Tara Kessler, Planner

**CITY OF KEENE HERITAGE COMMISSION  
FY 2019 CLG GRANT APPLICATION**

**PROPOSED 2018-2019 HERITAGE COMMISSION WORKSHOP SERIES**

➤ **Workshop 1: Harvesting Our Heritage: The stories behind Keene’s farming past and present**

The Heritage Commission will weave the stories from longstanding local farmers/agrarians into a presentation exploring the influence of farming and agriculture on Keene’s cultural and physical landscape. This workshop will also address the role of Keene’s farming past on shaping the future of local agriculture.

Timeframe: It is anticipated that this workshop will take place in the mid-late fall of 2018.

Marketing: As a way to draw attendees to this event, the Commission intends to invite local farmers/craftspeople to sell their goods before and after the workshop. The Commission will seek partnerships with the Cheshire County Conservation District, Monadnock Farm to Community Connection, Keene Farmers Market, Monadnock Conservancy, Monadnock Food Coop, and the Cheshire County Historical Society to help organize and promote this event. The Commission will also utilize traditional channels of marketing including social media, posting on community calendars, posters, and notices in the local papers.

Speakers: The Commission will work with local historians to present on the topic of Keene’s farming history and will identify local farmers to tell the stories of their farming heritage.

➤ **Workshop 2: Cooking Up History: The foods and products that have shaped Keene’s heritage**

This workshop will be a celebration of the historic foods and agricultural products that have contributed to Keene’s history, culture, and sense of place. It will explore the connections between food, identity, tradition, and innovation throughout Keene’s history. This workshop will be part presentation, part food tasting, and part demonstration. The Heritage Commission will work with local farmers / producers to tell the story of foods and agricultural products important to the history of Keene and the surrounding Region. Local producers will be invited to share samples of their food products with attendees.

Timeframe: The Commission seeks to hold this event in the early spring of 2019 as an opportunity to demonstrate the process of creating maple syrup at a local farm. If this is not

possible, the Commission will explore conducting a cook demonstration that showcases historic cooking technics and recipes.

Marketing: As a way to draw attendees to this event, the Commission intends to promote this event with local schools and community groups. The Commission will seek partnerships with the Cheshire County Conservation District, Monadnock Farm to Community Connection, Keene Farmer's Market, Stonewall Farm, Monadnock Food Coop, and the Cheshire County Historical Society to help organize and promote this event. The Commission will also utilize traditional channels of marketing including social media, posting on community calendars, posters, and notices in the local papers.

Speakers: The Commission will work with local historians, farm educators, and farmers to present on the proposed topics.

➤ **Workshop 3: Keene's Historic Barns: From preservation to adaptive reuse**

This workshop will focus on the history and technology of barns as well as barn maintenance, adaptive reuse and preservation. It will highlight options available for owners of historic barns to preserve these structures and will explore practical solutions from experts on how to maintain, rehabilitate, and adapt old barns for today's needs. As part of the workshop, the Heritage Commission will incorporate a tour of select historic barns in Keene. The Commission will invite local contractors/craftspeople that specialize in barn restoration and preservation to lead this workshop.

Timeframe: The Commission seeks to hold this event in the summer of 2019.

Marketing: The Commission will seek partnerships with the Cheshire County Conservation District, Monadnock Conservancy, Monadnock Farm to Community Connection, Stonewall Farm, the Cheshire County Historical Society and other local organizations to help organize and promote this event. The Commission will also utilize traditional channels of marketing including social media, posting on community calendars, posters, and notices in the local papers.

Speakers: The Commission will work with contractors skilled in barn preservation/rehabilitation to lead this workshop/tour.

**City of Keene Heritage Commission CLG Grant FY2019 Request  
PROPOSED BUDGET**

DESCRIPTION	SUBTOTAL
<b>Advertising</b>	\$500.00
<i>(Approximately 1,200 4"x6"Flyers (400/event) to be printed and distributed)</i>	
<b>Speaker Honorariums</b>	\$1,200
<i>(The Commission will work primarily with local speakers and has budgeted an honorarium of approximately \$200 per speaker)</i>	
<b>Speaker Expenses</b>	\$150
<i>(As most of the speakers will be local, this item is specific to any costs for materials or mileage that the speakers may incur)</i>	
<b>Refreshments:</b>	\$350
<i>(Light refreshments will be served at each event; The 2nd Workshop will involve food samples and will require an increased budget for this item)</i>	
<b>Materials for Displays:</b>	\$150
<i>(One display per workshop; each display costing approximately \$50 in materials)</i>	
<b>Venue:</b>	\$600
<i>(It is anticipated that the Commission will seek free venues; however, in the event that a venue feed is required, it is requesting \$600)</i>	
<b>Total Grant Request (60% of project costs)</b>	<b>\$2,950.00</b>
<b>Total Project Cost:</b>	<b>\$4,917.00</b>
<b>Total Inkind Support (40% of project costs)</b>	<b>\$1,967</b>
<i>(A soft match of 40% will be provided by In Kind donation of CLG Staff Liaison time, donated venue space, and the donation volunteer time supplied by Heritage Commission members)</i>	