



## **Heritage Commission**

**Wednesday, September 8, 2021, 4:00 PM**

2<sup>nd</sup> Floor Conference Room, City Hall  
3 Washington St, Keene, NH 03431

### **AGENDA**

- I. **Call to Order – Roll Call**
- II. **Minutes of Previous Meeting – July 14, 2021**
- III. **Urban Barn Inventory Project Discussion**
- IV. **Continued Discussion on Neighborhood Heritage Project / Website**
  - a. **Grant Update**
  - b. **Review of Consultant Work Samples**
  - c. **Project Design**
  - d. **Next Steps**
- V. **Next Meeting – November 10, 2021**
- VI. **Adjourn**

1 City of Keene  
2 New Hampshire

3  
4  
5 HERITAGE COMMISSION  
6 MEETING MINUTES  
7

Wednesday, July 14, 2021

4:30 PM

2<sup>nd</sup> Floor Conference Room,  
City Hall

Members Present:

Cauley Powell, Chair  
Councilor Gladys Johnsen  
Rose Carey  
Marilyn Huston  
Brian Lee  
Louise Zerba, Alternate

Staff Present:

Tara Kessler, Senior Planner

Members Not Present:

Susan DeGidio, Vice Chair  
Erin Benik

8  
9  
10 **1) Call to Order** – Roll Call  
11

12 Chair Powell called the meeting to order at 4:02 PM. Roll Call was taken.  
13

14 **2) Minutes of Previous Meeting** – May 12, 2021  
15

16 Louise Zerba made a motion to accept the minutes of the May 12, 2021 meeting. Chair Powell  
17 seconded the motion. The motion carried unanimously.  
18

19 **3) New Member Introduction**  
20

21 Chair Powell noted that there are two new members to the Commission, Marilyn Huston and  
22 Brian Lee. Each member introduced themselves and their interest in serving on the Commission.  
23 Chair Powell provided an overview of the work of the Commission and other members provided  
24 information on the types of projects that the Commission has undertaken in the past few years.  
25

26 **4) Updates**

27 **A) CLG Grant FY 2022** – Mrs. Kessler reminded the commission that they had  
28 been awarded funding to develop a web based tool, which would allow members of the  
29 community to upload information related to a specific location in Keene. She went on to

30 note that they have \$10,000 to hire a consultant to develop the tool based on a specific  
31 area of Keene, which will showcase the area's development over time with stories and  
32 photos, etc. The commission had previously chosen the Italian neighborhood.  
33

34 Mrs. Kessler reported that the City had signed off on the grant agreement and they are  
35 awaiting confirmation that Federal funds have been allocated. Once that takes place, the  
36 Governor and Executive Council will sign off and the commission can move forward  
37 with hiring a consultant.  
38

39 **B) LCHIP** – Mrs. Kessler stated that they had planned to apply for the Land and  
40 Community Heritage Investment Program (LCHIP) grant for design work for the  
41 remaining improvements to the Stone Arch Bridge, and did submit a Letter of Intent;  
42 however, they were not able to obtain the required \$25,000 cash match in time and thus  
43 have chosen to hold off on that grant for the current year. She reminded the Commission  
44 that this specific grant was to finalize work on the Stone Arch Bridge and restore it to its  
45 original condition, with additional fall protection. Mrs. Kessler further explained that the  
46 big picture of this project is to connect the Bridge to the Cheshire Rail Trail, as part of the  
47 Transportation Heritage Trail Project, so there would be three different types of bridges  
48 along the route.  
49

50 **C) Urban Barn Inventory Project Discussion** – Mrs. Kessler reported that their  
51 current grant for the Urban Barn Inventory Project is coming to a close. The historic  
52 resource consultant is wrapping things up on their inventories and the commission should  
53 be able to undergo outreach with property owners and the public sometime around  
54 September, 2021.  
55

56 Short discussion ensued about outreach efforts. Ms. Carey suggested a pictorial display in  
57 business windows along Main Street to help bring awareness to the public. She added  
58 that it could be a great lead in to the Italian Neighborhood project as well.  
59

60 Councilor Johnsen suggested something similar to a past event they had done at the  
61 Recreation Department where they set up cardboard displays with photos and information  
62 for people to walk through and view. Ms. Carey stated the courthouse would also be a  
63 good location but noted that the Recreation Center is in the neighborhood they  
64 inventoried so it may be the better choice.  
65

66 Mrs. Kessler summarized that the board was leaning towards having both a  
67 window/public display of information as well as an event, at possibly the Recreation  
68 Center, with speakers and inviting the property owners.  
69

70 Ms. Carey added that Richard Kiphutt, who did the Historical Barn Tour, contacted her  
71 about an archiving course at Keene State College. She felt it may help with the project if  
72 one or a few of them attended the course and stated she would find out more information.

73 Mrs. Kessler addressed Chair Powell’s question about available funds for the course by  
74 stating that the commission has an annual fund they could use for such instances.

75  
76 Chair Powell suggested they settle on public event information before the next meeting,  
77 which would require a working group.

78  
79 **D) Other**

80  
81 **5) Continued Discussion on Neighborhood Heritage Project/Website** – Chair Powell  
82 showed everyone the map indicating the Italian Neighborhood boundaries they had chosen and  
83 guided everyone to the consultant application in their handout.

84  
85 **A) Review of Consultant Proposal** – Mrs. Kessler stated that she underwent a broad  
86 search for a consultant who could do both web development and spatial analysis and  
87 came across the individual Ray Corson of CGIS Solutions. The individual currently  
88 works for the town of Peterborough and has experience performing the type of work this  
89 project requires. His proposal describes development of the tool as well as ongoing  
90 maintenance, with a total cost of \$10,000. She offered to invite Mr. Corson to present at  
91 the next meeting if the commission decided to move forward, and noted that it was up to  
92 them to decide how much search and review they wanted to undergo to find a consultant.

93  
94 Chair Powell asked if Mr. Corson had provided a timeline for completion of the project.  
95 Mrs. Kessler replied that he is aware of their timeline and could have the project  
96 completed by June of 2022. She suggested they hire a consultant by October, have he or  
97 she create a demo and bring it back to the commission for review, and then move forward  
98 with creating the tool for the Italian Neighborhood. Several members of the commission  
99 agreed that they were inclined to accept the candidate.

100  
101 Chair Powell then asked if the City had the capacity to take over hosting the tool or if the  
102 consultant would be retained to do that. Mrs. Kessler stated that they could take over  
103 maintaining the tool and could potentially reach back out to the consultant if there were  
104 upgrades needed in the future. There was slight concern from the commission that they  
105 couldn’t view samples of the consultants work and Mrs. Kessler stated she would have  
106 him send in samples prior to their next meeting.

107  
108 Discussion ensued about how to go about obtaining information and photos for the Italian  
109 Neighborhood. Several commission members had contacts they had not had a chance to  
110 reach out to, and they planned to do that within the next month or so:

- 111  
112
  - Councilor Johnsen: Italian Club
  - 113 • Ms. Zerba: Timothy Carbone and/or Dennis Ditullio
  - 114 • Chair Powell: Victor Dintino
  - 115 • Ms. DeGidio: Mary Ellen Angelo

- 116 • Tara Kessler: Jim Sterling
- 117 • Aaron Lipsky photographer suggestion

118  
119 Chair Powell reminded the commission that they were looking to obtain photos, audio  
120 files, and possibly videos. More specifically, for the contacts they had previously  
121 identified, they wanted to be sure to ask them their view of the boundaries for the Italian  
122 Neighborhood, and compare to the map the commission had defined. A few ideas were to  
123 obtain river stories or stories from the Red Sox holding and exhibition game in the area.  
124 Chair Powell noted that the sharers of information don't necessarily have to live or have  
125 grown up in the neighborhood, but could be people who visited and have anecdotes that  
126 occurred there. She added that they could potentially come up with prompts for instances  
127 where individuals don't have information to share off-hand.

128  
129 Mr. Lee brought up a non-profit based in Brooklyn called Story Corps. He noted that they  
130 got started by doing guided interviews in booths and suggested the commission might  
131 have a similar event where people come downtown to share stories.

132  
133 Chair Powell suggested somehow including students and schools as well, possibly having  
134 the students utilize the tool to research neighborhoods. Mr. Lee added that they could  
135 interview parents and grandparents. Mrs. Kessler suggested there be a good amount of  
136 pre-planning when working with schools.

137  
138 **6) Next Meeting – September 8, 2021**

139  
140 **7) Adjourn**

141  
142 There being no further business, Chair Powell adjourned the meeting at 5:06 PM.

143  
144 Respectfully submitted by,  
145 Nicole Cullinane, Minute Taker

146  
147 Reviewed and edited by,  
148 Tara Kessler, Senior Planner

149