

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

**HERITAGE COMMISSION**  
**MEETING MINUTES**

**Wednesday, July 13, 2022**

**4:30 PM**

**Council Chambers,  
City Hall**

**Members Present:**

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

**Staff Present:**

William Schoefmann, GIS Technician

**Members Not Present:**

Erin Benik

**1) Call to Order – Roll Call**

Chair Powell called the meeting to order at 4:35 PM. Roll call was taken.

Ms. DeGidio was present via zoom.

Chair Powell promoted Ms. Zerba to a voting member.

**2) Minutes of Previous Meeting – June 8, 2022**

Ms. Zerba stated she was noted as present in the minutes for last meeting; however, she was not present. Chair Powell stated there were a few instances where Ms. Huston and Ms. Carey were mixed up so the incorrect individuals were noted as making statements. Mr. Schoefmann stated he will go through and fix those names and they will approve the minutes at the next meeting.

Ms. Huston arrived at 5:38 PM. Chair Powell had Ms. Zerba go back to being an alternate.

**3) 2022 Grant Update**

Chair Powell stated the Division of Historic Resources has granted them their CLG application for next year, so they can move forward with the Recovering Black History project. She mentioned that the projects has a future timeline so they don't quite need to put their focus on it

just yet. Mr. Schoefmann explained that the Division of Historic Resources still has to submit all projects through the Federal program and obtain approval from Governor and Council for the funding, which historically has taken some time.

Ms. Huston noted that she recently found out there were a number of black residents involved from the Revolution up to the 1950's and stated she would like to find out if they could get a marker for their graves, if they are buried in Keene, and work with Daughters of the American Revolution (DAR) to do so. Chair Powell thought it was a great idea and stated they'll have that information in 2023. She added that they will be doing trainings with the Historical Society and the folks there will be great resources.

#### 4) **Neighborhood Heritage Project Update**

Mr. Schoefmann stated they will be distributing information on how to access the online form via social media and email, and also have some Heritage Commission website updates to augment the instructions. He stated the Division of Historic Resources is looking for them to have the project completed by the end of August; however, they will likely be asking for an extension through around October. He explained that the idea is for them to have information and stories from the neighborhood that can be inputted into the app and then a story map created from that. More time will allow them to see out that last portion of the grant.

Ms. Huston stated Marconi Italian is not the official Italian Center, the Italian Society is the official one. She mentioned that she spoke with the president of the Italian Society who noted that they have a meeting in August. Ms. Huston encouraged them to attend the meeting and go over the project. She also obtained the name of a gentleman (Victor Dentino) who will have volumes of information for them and may be at the August meeting.

Chair Powell stated a lot of their success comes from scheduled events and gatherings and suggested they schedule a community event in the Italian neighborhood. She mentioned it could be a block party style event hosted in partnership with the Italian Society at the Italian Club, where the Commission would be set up to accept stories. Chair Powell suggested they contact the Italian Society before their August meeting to coordinate presenting at that meeting, and then possibly planning for an early September event. Mr. Schoefmann agreed with that timeline and stated the Division of Historic Resources wanted them to get the application into schools and this timeline could help them accomplish that, along with allowing time for this outreach to take place.

Councilor Johnsen arrived at 4:43pm.

Ms. Zerba asked if they would video the event. Chair Powell stated she envisioned more of people playing lawn games and enjoying food and the Commission sitting with laptops to either take stories or make connections for future stories. There was general agreement with this idea.

Mr. Schoefmann mentioned that the application will stay active for at least the next year, allowing for continued submissions and either staff or Commission members following up to obtain more information and updating the story map.

Councilor Johnsen suggested having some Italian based music at the event.

Ms. Carey stated they need to keep the budget in mind when planning this event. Mr. Schoefmann suggested talking to the Italian Society before going too far into budget discussion.

Chair Powell suggested they look into food trucks. Ms. DeGidio stated she would make cookies. Mr. Schoefmann suggested they could fund large servings of pasta or lasagna and mentioned they should ask the Italian Society what they think might entice people to attend the event. Ms. Huston stated she worked with the Greater Keene Chamber of Commerce in the past and coordinated food trucks and suggested reaching out to them.

Mr. Lee asked about time of day for the event. Chair Powell stated an afternoon event seems like a good time and suggested creating a working group. Mr. Lee, Ms. Huston, and Chair Powell decided to form the working group.

There was discussion with regards to a duration of 2 hours for the event and offering the recording of stories but also attempting to collect a lot of photos and brief anecdotes.

Councilor Johnsen suggested a lunch hour type of event. Mr. Schoefmann stated they could do a couple of events, one during lunch time and then another one at a later date in the afternoon. Chair Powell added it's important to find a middle ground with a partnership and make sure they aren't funding a party but rather funding an opportunity to register folks.

Ms. DeGidio asked for clarification on location of the event. Chair Powell stated she envisioned having it out on the lawn at the Italian Society.

Councilor Johnsen suggested connecting with Luca Paris, mentioning that he is Italian and is involved with the Chamber of Commerce.

#### **5) Heritage Website Update**

Mr. Schoefmann showed the Italian Neighborhood Community History landing site, which he stated is acting as a place holder while they get things situated with the project and application. Chair Powell explained that the website holds the Commission's projects and information collected and allows those things to continue to have life. She showed the projects landing page which she stated has information on different workshops and walking tours they've held. She noted that there are projects that still need to be incorporated into the website. Chair Powell explained that the Italian Neighborhood Project will be their first project that will be on the

website, noting that the application functions separately, and that all future projects will follow suit and be placed on the website to begin with.

Mr. Schoefmann showed an example of the story map formatting that the Italian Neighborhood map will likely resemble. He added that the website is live but not publicized anywhere or linked to the city Heritage Commission page; however, it will be at some point. Mr. Schoefmann stated he will distribute the link to the group so they can peruse and send any thoughts to Chair Powell. Chair Powell stated Mr. Lee will be completing some updates for them on the website soon and they should be in a position to share the link publically. Mr. Schoefmann stated the website should be user friendly on mobile devices as well.

There was short discussion about organizing the information that needs to be added to the website for past projects. The group decided it would be a good winter project.

#### **6) Pamphlet Discussion**

Chair Powell reminded the group that they are trying to decide how the Heritage Commission and Historic District Commission should discuss pamphlet content, whether that be a joint meeting or a couple of representatives in a smaller meeting. She passed out examples of the pamphlet Mr. Clements drafted and requested any feedback from the Commission.

Mr. Schoefmann added that the pamphlet is a reason to meet but there's always been a goal that the HC and HDC will meet at least once a year in general. Chair Powell asked if that joint meeting would replace a regular HC meeting and Mr. Schoefmann stated it could.

Ms. Carey wondered if they could discuss this after their aforementioned event since there will be a lot going on. Mr. Schoefmann stated they could invite the HDC to their August meeting and Ms. Carey suggested the meeting take place after September. There was general agreement.

Pamphlet Content Discussion: Chair Powell stated historically there have been concerns about the HDC and HC being confused so they need to discuss what the document does or doesn't do to encourage or discourage that line of thinking.

There was question on the audience the pamphlet will be geared towards. Mr. Schoefmann stated the pamphlet will be used as a resource for anyone interested in the Downtown Historic District, as well as a document that will be sent out to new owners in the district in a welcome "packet".

Ms. Zerba suggested they remove the terms "you" and "yours" to make it more generic and keep it as a general information piece to be more acceptable to people. Additionally, the overarching reasons why they have a district is important to have on there.

Mr. Lee asked what stage of design the pamphlet is in and Mr. Schoefmann stated it's in the early draft phase. Mr. Lee noted that it seems like there are a lot of words and suggested reviewing the content and removing what's unnecessary so there's less text.

Ms. Carey stated she's not particularly in favor of the Commission being listed in the pamphlet and explained that, as a commission, they've tried hard to separate themselves from the HDC and they don't want to send out a confusing message, as the two are different entities.

Chair Powell stated the title "Community Character and Heritage" is an example of confusing language. She suggested they propose a re-draft and asked Mr. Schoefmann if that would be appropriate. Mr. Schoefmann stated he thinks Mr. Clements would be okay with that. Ms. Zerba agreed that the language needs work.

There was brief discussion on funding the pamphlet/mailings. Mr. Schoefmann stated the HDC has no funding for the initial mailing but moving forward their staff will put in for regular funding. He was not certain on a quote yet but believes the mailing will cost less than \$500.00.

Chair Powell suggested they bring ideas to the joint meeting. Mr. Schoefmann stated Chair Powell, the Chair of the HDC and Mr. Clements can chat about how they want the joint meeting to be organized.

Ms. Zerba suggested they put HDC responsibilities into the brochure, similarly to how the HC did in theirs. Mr. Schoefmann stated he could send a digital copy of the HC's brochure to Mr. Clements and suggest he follow that example. Chair Powell agreed and stated she feels that's more along the lines of what the Commission is looking for.

Mr. Schoefmann stated if there's a section for resources in the pamphlet that might be a more appropriate place for the HC to show up, helping to distinguish them from the HDC. There was short discussion on the difference between the two and how to establish boundaries and balance the different purviews and interests.

There was general agreement to wait on budget discussion.

Ms. Carey mentioned getting churches involved with the Italian Society event. Chair Powell added that she is hopeful they can get Historical Society members to join them as well.

#### 7) **Preservation Alliance Membership**

Mr. Schoefmann stated the Commission is currently a member of the Preservation Alliance and they are soliciting annual memberships. He asked for discussion on whether or not they want to continue with the membership and handed out the newsletter they receive as a benefit. Mr. Schoefmann went over the membership rates for everyone.

Chair Powell asked about digitizing the newsletters so everyone can receive them. Ms. Carey stated she gets them via email and can forward to everyone. There was general agreement to continue with the membership.

Chair Powell made motion to renew the Preservation Alliance membership at the \$50.00 Regular level. Ms. Carey seconded the motion, which passed unanimously.

8) **Next Meeting** – August 10, 2022

Mr. Schoefmann stated they will aim for after September for a joint meeting with the HDC. Chair Powell stated she will confirm with Mr. Clements.

9) **Adjournment**

There being no further business, Chair Powell adjourned the meeting at 5:37 PM.

Respectfully submitted by,  
Nicole Cullinane, Minute Taker

Reviewed and edited by,  
Will Schoefmann, Community Development Staff