



City of Keene
New Hampshire

HERITAGE COMMISSION MEETING

AGENDA

Wednesday, July 12, 2017

4:00 PM

Trustee's Room, Keene Public Library

1. Call to Order / Roll Call
2. Minutes of May 31, 2017
3. City of Keene Commission / Board Survey
4. Historic Preservation Workshop Series 2017 and 2018
 - a. Workshop Planning & Logistics
 - b. Historic Building Recognition Program
 - c. Scholarship Program
5. Subcommittee Reports
 - a. Demolition Review Committee
 - b. Community Outreach Committee
 - c. Research Committee
6. Staff Updates
7. New or Other Business
8. Next Meeting – August 9, 2017
9. Adjourn

City of Keene
New Hampshire

HERITAGE COMMISSION MEETING MINUTES

Wednesday, May 31, 2017

4:00 PM

**2nd Floor Conference Room,
City Hall**

Members Present:

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

Staff Present:

Tara Kessler, Planner

Members Not Present:

Kevin Dremel
Katherine Snow

1) Call to Order/Roll Call -

Chair Carey called the meeting to order at 4:00 PM. Roll call was conducted. Chair Carey welcomed Anita Carroll-Weldon as a guest.

2) Approval of Minutes – March 8, 2017

Ms. Zerba made a motion to adopt the minutes of March 8, 2017 with the following correction; on Page 2 of 4, last paragraph third line change “indicted” to “indicated. Ms. D'Egidio seconded the motion which carried unanimously.

3) Informal Letters to Owners of 100 Year Old Homes –

Chair Carey noted the next three agenda items are related. She distributed a handout titled “CLG Workshop”. Chair Carey began the discussion with the first section “Advertising”.

- Advertising

- Letters/postcards to homeowners of houses 100 years or older – Chair Carey reported she contacted two graphic designers. The first one quoted \$450 as a cost estimate for the design of a postcard and poster. Chair Carey’s daughter, Arthina Royar, who is a graphic designer offered to take on the project for \$200. Chair Carey explained this would come from the Commission’s Budget. Ms. Kessler explained the postcard/poster design and postage (approximately \$1,400) will be part of the Commission’s 40 percent match for the grant. Ms. Royar will provide a draft for review and an invoice for her services.

Ms. Zerba motioned for the Heritage Commission to approve the expenditure of \$200 for postcard/poster design services from Arthina Royar. Mr. Foskett seconded the motion, which carried unanimously.

- Poster and postcard design

Chair Carey shared her idea of using architectural elements for the poster noting there will not be a lot of space on the postcard. The postcard will serve as the letter to homeowners. Ms. Kessler will obtain an updated list of property owners of homes older than 100 years from the Assessing Office and check on postal rates to provide the Commission with accurate numbers/costs for the next meeting. Commission members agreed the postcard will be sent only to residential properties for this mailing. Chair Carey noted an additional 240 postcards need to be printed for the Horatio Colony Museum’s mailing list. She recommended printing extra for distribution and possibly the Historical Society.

Chair Carey suggested the wording on the postcard should be very specific and a product of more than one mind. She confirmed the postcard will include information on the three workshops and go out by the end of July/early August. Ms. Zerba agreed to work on the postcard with Chair Carey. Chair Carey agreed to send the first draft to Ms. Zerba.

4) Historic Preservation Workshop Series 2017 and 2018

Chair Carey distributed a handout outlining pertinent information for the three workshops. The information for Workshop #1 is included below.

Workshop #1—How to Research Your Old House

Co-sponsor: Horatio Colony Museum

Date: September 14th, 2017

Place: Historical Society

Time: Evening presentation

Presentation: Talk and PowerPoint by professional speaker Sally Zimmerman

Budget: Undetermined, though minimal. The Horatio Colony Museum will pay for the speaker

Cost: Free to the public though early registration is required/suggested

Ms. Carey proposed the following ideas for the first workshop. These include:

- The Heritage Commission will collect email addresses and sign-up those parties interested in participating in other workshops
- Information and assistance will be given to those wishing to apply to the State Register
- The Plaque Program will be announced
- A potential \$500 scholarship could be awarded by Heritage Commission to high school student for completion of research on their or other historical building in Keene
- People could present on / share personal stories

Referring to the handout, Chair Carey moved on to discussion of Workshop #1. She suggested a subcommittee be formed to work through all the items that need to be accomplished. The primary tasks to plan the workshops are advertising, budget allocation, content development, and registration. Chair Carey continued, stating that most of the work will come next year as Ms. Carroll-Weldon is handling a lot of it for the first workshop. Ms. Zerba suggested having Cheshire TV tape the workshop for viewing.

- **Subcommittee members:** Chair Carey, Ms. Zerba, Ms. Snow, and Ms. D'Egidio. Ms. Carroll-Weldon also agreed to participate as she is able.

After discussion it was the Commission's consensus that monthly meetings would be held beginning in June. Ms. Zerba suggested combining the subcommittee meeting with the regular meeting each month; splitting the allotted time. Chair Carey recommended additional subcommittee meetings especially for the third workshop. Ms. Kessler will distribute a notice for the June 14, 2017 meeting.

Chair Carey noted a change in the order of the workshops. She went on to discuss the information included on the handout for Workshop #2 and Workshop #3, which is included below.

Workshop #2—How to Restore Your Historic House

- Co-sponsor: possibly businesses such as Home Depot
- Date: February or March of 2018
- Place: Old court room of the Cheshire County Court House. Chris Coates has been contacted and mid-winter dates are available to us.
- Time: A 4-6 hour period on a Saturday or Sunday

- Presentation: Speaker (perhaps HansPeter Weber) followed by mini-workshops on various topics, restoration experts to show at tables around the room
- Budget: Undetermined
- Cost: Free to the public though early registration is required/suggested

Workshop #3—Architectural Styles and Walking/Bus Tour

- Co-sponsor: Possibly the Colonial Theatre
- Date: May to June of 2018
- Place: Possibly the Colonial Theatre. Alec Doyle has been contacted and is supportive of the event. The Keene Public Library is also a possible second venue.
- Time: Mid-day, best on weekend. Prices and availability of theatre may determine time.
- Presentation: A PowerPoint presentation narrated by an architectural historian would be the main focus of the workshop presenting the various architectural styles and development of neighborhoods from a period of 1850-1930 approximately. A walking/bus tour of various neighborhoods would follow.
- Budget: Undetermined, though potentially the most expensive of the three workshops.
- Cost: Free to the public though early registration is required

As the discussion continued about speakers for the second and third workshops, Ms. Kessler noted the expense of speakers and indicated the Commission may have to look into local speakers for the presentations. Chair Carey noted research and photos would have to be taken for the presentation. Venues were discussed and Chair Carey noting the Colonial is very interested in serving as a location. However, a fee would be applied. The Courthouse is also available at no cost for the second workshop.

Regarding workshop #2, Ms. Kessler reported she spoke with HansPeter Weber who provided a resource she will reach out to on window preservation. She will also contact the NH Preservation Alliance for potential resources. Ms. Zerba suggested Jim Phippard as a local resource. Ms. Kessler explained it would depend on the topic as Mr. Phippard is a developer's agent (regulatory process). Chair Carey noted she is looking for suggestions for Workshop #2.

Anita Carroll-Weldon indicated Sally Zimmerman could do a presentation on painting historic houses as part of Workshop #3. Chair Carey said this could be part of the educational piece. Ms. Carroll-Weldon will also forward contact information for Brian Gallien, a restoration contractor to Chair Carey. Ms. Carroll-Weldon will also check on a company in Alstead (historic windows) to see if they are still in business. Chair Carey noted she is working on a list of contractors for Workshop #3.

In response to Ms. Carroll-Weldon, Chair Carey noted the postcard will include the dates of all three workshops. Ms. Kessler confirmed that the fee for use of the Historical Society (Workshop #1) has been waived. Ms. Carroll-Weldon reported she will be sending out the postcards to her mailing list and advertising on the website. Chair Carey added the advertising will also include posters, an article in the Sentinel and the Shopper. Ms. Kessler has emailed Cheshire TV about taping the event. Chair Carey is doing a poster, which includes all three events and will email Ms. Carroll-Weldon the draft for her review/input.

5) Historic Building Recognition Program –

Chair Carey said she had thought about presenting two plaques at Workshop #1 that recognize significant buildings in Keene. The cost would come from the Commission's budget and would be the kick-off of this annual program. Chair Carey is still researching a source for the plaques.

Chair Carey raised her idea of a presenting a scholarship at Workshop #1.

- Potential \$500 scholarship awarded by HC to high school student for completion of research on their or other historical building in Keene

She explained this would create good will in the community. Chair Carey would prefer this go to a local high school student rather than a college student. Commission members agreed to discuss this again at a future meeting.

6) Subcommittee Reports –

- a. Demolition Review Committee – Nothing at this time.
- b. Community Outreach Committee – Discussed under agenda items 3-5.
- c. Research Committee – Discussed under agenda items 3-5.

7) Staff Updates –

1. Ms. Kessler reported Ms. Gemmell's resignation has been through the Council process and Kevin Dremel still needs to submit his written resignation. In addition, Mr. Foskett will be moving to Colorado and will need to resign as an alternate. This will create three vacancies on the Commission. Ms. Kessler indicated she would speak to Rosemarie Bernardi, a Professor at KSC about serving. Any recommendations for new members should be submitted to Chair Carey/Ms. Kessler.

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

9) Next Meeting- June 14, 2017 at 4:00 PM in the 2nd floor Conference Room, City Hall

10) Adjourn – There being no further Commission business Chair Carey adjourned the meeting at 4:45 PM.

Respectfully submitted by,
Mary Lou Sheats-Hall, Minute-taker
June 1, 2017

Reviewed and edited by,
Tara Kessler, Planner