

City of Keene
New Hampshire

HERITAGE COMMISSION MEETING MINUTES

Wednesday, July 12, 2017

4:00 PM

Trustee's Room, Library

Members Present:

Rose Carey, Chair
Susan D'Egidio, Vice-Chair
Louise Zerba
Robert O'Connor, Councilor

Staff Present:

Members Not Present:

Katherine Snow

1) Call to Order/Roll Call -

Chair Carey called the meeting to order at 4:00 PM with the roll call.

2) Approval of Minutes – May 31, 2017

Ms. Zerba made a motion to adopt the minutes of May 31, 2017 as submitted. Councilor O'Connor seconded the motion which carried unanimously.

3) City of Keene Commission/Board Survey – Those members who have not completed the survey will contact the City Clerk's Office.

4) Historic Preservation Workshop Series 2017 and 2018

a. Workshop Planning & Logistics – Chair Carey distributed copies of the draft postcard for discussion. Ms. Zerba noted the Hall at the Court House is now called Delegation Hall. Chair Carey pointed out the second page depicts a logo designed for the Heritage Commission. She would like to see the columns be more prominent. The designer is also working on a stylized font for the Commission. Chair Carey noted the City Seal has to be printed in color; therefore it will not be added to the postcard. The websites listed on the postcard need to be corrected. Ms. Kessler has half of the story maps loaded on the registration website which is up. Chair Carey is still working on taking photos and doing the necessary research in Concord. In response to Ms. D'Egidio, Chair Carey explained the story map concept noting this will be the basis for the presentation.

Summary of changes to postcard:

- Change County Hall to Delegation Hall
- Make the columns on the Commission logo more prominent
- The City Seal will not be included on the postcard
- Make corrections to the websites listed on the postcard
- Add times to the postcard: 7 PM to 9 PM
- Change award date from 2018 to 2017

Ms. Zerba motioned to approve the design of the draft postcard with the noted changes. Councilor O'Connor seconded the motion which carried unanimously.

Ms. Zerba reported she has a scheduling conflict on September 14; she had signed up to handle the food. She and Chair Carey agreed to take another look at this as it gets closer to the actual date.

Chair Carey moved onto the to-do list, noting most of it is done except for the advertising. A poster is needed specific to the first workshop. Ms. Kessler will take care of this. Chair Carey indicated she would like to take care of these assignments today so the Commission does not have to meet again in two weeks.

Advertising Assignments:

- Ms. Kessler will design the poster specific to the first workshop
- Chair Carey and Ms. D'Egidio will distribute posters
- City website posting is the responsibility of City staff
- Horatio Colony Museum and the Historical Society have advertising avenues they will utilize
- Chair Carey will write an article for the Sentinel and the Shopper. She will forward the drafts to Ms. Zerba and Ms. Carroll-Weldon.
- Chair Carey will prepare the press releases
- Chair Carey will forward the information to the New Hampshire Preservation Alliance
- The Commission will provide Ms. Carroll-Weldon with 240 postcards
- The postcard will go out in mid-August per Ms. Carroll-Weldon's request

Ms. Zerba asked about a listing for all the Heritage Commissions/Historic District Commissions in the County. Chair Carey will ask Ms. Kessler if she has this information. Councilor O'Connor mentioned the KSC Equinox, noting he would speak to Councilor Sapeta regarding a point of contact and report back to the Commission. Ms. Zerba suggested an ELF Magazine article on Jim Putnam's most recent house. Ms. Carroll-Weldon will provide Ms. Zerba the ELF Magazine contact information.

Ms. Carroll-Weldon reported on an email she received from Sally Zimmerman. Addressing the "How to Research Your Old House" topic, the talking points to advertise would be 1) learn how to use documentary sources along with the architectural features to help you understand when it was built and how it has changed, 2) what historical resources you can locate online to help you learn when your house was built and who lived there, and 3) how to know what is worth preserving in your house.

Ms. Carroll-Weldon had also asked Ms. Zimmerman about the lecture she gives on historic paint color, which could be used for the section on restoring a house. Chair Carey clarified the Commission was thinking more along the line of do's and don'ts more than the historic paint color. Chair Carey indicated she would contact Ms. Zimmerman in this regard.

Ms. Carroll-Weldon commented Ms. Zimmerman's availability would probably be the same for both programs - February 3rd or 10th or March 3rd or 10, 2018. Chair Carey suggested moving the date to Saturday, March 3, 2018. Chair Carey will contact Ms. Zimmerman to confirm the March 3, 2018 date and copy Ms. Carroll-Weldon on this communication. She noted that she has already contacted the venue.

Commission members agreed there was no need to meet again in two weeks.

b. Historic Building Recognition Program – Chair Carey reported Ms. Kessler has passed the plaque information onto Rhett Lamb, an update will be forthcoming. Chair Carey noted the postcard indicates the award is for 2018.

After discussion Ms. Zerba motioned for the Heritage Commission to make its first award/plaque presentation on September 14, 2017 to Jim Putnam for his work on the Court Street property. Councilor O'Connor seconded the motion, which carried unanimously.

Commission members discussed future awards explaining future recipients will have to apply; only the first award recipient will be determined by the Commission without an application. The application will be loaded onto the website along with the criteria. Recipients will not pay for the award/plaque, this will be a Commission expense.

At this point Ms. Carroll-Weldon arrived and Chair Carey brought her up to date on the discussion thus far.

Ms. Zerba will contact Jim Putnam and let him know of the Commission's intent and to obtain information on the Court Street property for the article/award. Ms. Carroll-Weldon suggested having a photographer for the award presentation. Chair Carey will write an article for ELF Magazine and forward it to Ms. Carroll-Weldon. Ms. Carroll-Weldon also suggested an article in the Sentinel Community section.

With Ms. Carroll-Weldon's arrival, discussion returned to agenda item 4.a. for discussion regarding an email from Sally Zimmerman.

c. Scholarship Program – After discussion, Ms. Zerba suggested getting the first workshop out of the way and then discussing this for 2018. There was no opposition noted from any Commission members.

5) Subcommittee Reports –

- a. Demolition Review Committee – Nothing at this time.
- b. Community Outreach Committee – Discussed under agenda item 4.
- c. Research Committee – Discussed under agenda item 4.

6) Staff Updates –

Chair Carey and Ms. Kessler are rechecking the residency requirements for Commission members.

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

8) Next Meeting- August 9, 2017 at 4:00 PM

9) Adjourn – There being no further Commission business, Chair Carey adjourned the meeting at 4:36 PM.

Respectfully submitted by,
Mary Lou Sheats-Hall, Minute-taker
July 13, 2017

Reviewed and edited by,
Tara Kessler, Planner