

ADOPTED

City of Keene
New Hampshire

HERITAGE COMMISSION MEETING MINUTES

Wednesday, September 9, 2015 4:00 PM Keene Public Library, Trustees Room

Members Present:

Louise Zerba, Chair
Katherine Snow, Vice-Chair
Rose Carey
Terry Clark, Councilor
Ardis Osborn, Alternate

Staff Present:

Tara Germond, Planner

Others Present:

Members Not Present:

John Bemis
Susan D'Egidio

1) Call to Order/Roll Call

Chair Zerba called the meeting to order at 4:01 PM. Roll call was conducted. Chair Zerba asked Ms. Osborne to stand in for Ms. D'Egidio.

2) Approval of Minutes – July 8, 2015

Ms. Snow made a motion to adopt the minutes of July 8, 2015 as submitted. Councilor Clark seconded the motion which carried unanimously.

3) Report of the Demolition Commission –

a. Hillside Village - Jim Phippard, Brickstone Land Use Consultants, LLC

This item has been postponed until the November meeting.

b. Demolition Permit Informational Resources

Ms. Carey distributed copies of the proposed insert to the application for a Demolition Permit and asked Commission members for recommendations. She noted that Ms. D'Egidio is still trying to verify the 3rd bullet (Historically significant or reusable materials may be removed at little or no charge) with local contractors. Ms. Carey and Ms. Germond are working on the website to make it more user friendly. Councilor Clark noted the hopes to have a screenshot of the page added to the PDF application. The following recommendations were made by Commission members.

- In the first sentence change “is greatly interested in” to “encourages”.
- Add links to specific websites (resources).
- Build a landing page that is more graphic for the Demolition Committee with active links to the specific information (resources) on it, thereby eliminating the need to search for the information. This will include links to the tax incentive information.

- Second paragraph, first sentence: look into removing the first part of the sentence regarding the 5-day waiting period.

Councilor Clark explained the Demolition Permit application process for Ms. Osborne clarifying the applicant would get all this information when they come to pick up the application from the Planning Department. Councilor Clark also clarified the permit is issued after the 5-day waiting period, unless, there are questions. If there are questions the 30-days goes into effect. Continuing the discussion Councilor Clark noted the statute is triggered by anything 50 years or older. He commented that much of Keene's development is reaching 50 years old. He suggested the Committee could go out into the City to identify places that are historically significant outside the Historic District, and then contact the owners of specific places that the Commission would like to see restored, and provide them information on resources for preservation or rehabilitation well in advance. He also noted discussions regarding changing the Ordinance regarding demolition delay to 75 years or a period that is of historical significance.

Ms. Germond will have a draft prepared of a new website outline by the next meeting for Commission review/approval.

4) Report of the Community Outreach Commission –

a. Sunday Socials Summer Concert Series Update

Chair Zerba commended Ms. Carey for her efforts in putting this series together. Ms. Carey reported the next concert will be held at 303 Court Street on September 27, 2015. Councilor Clark agreed to video the upcoming event. Ms. Carey reported that so far the group has stayed within the permitted budget. Ms. Carey suggested sending a letter of appreciation to the people who have opened their homes for these concerts.

Ms. Snow motioned to have the Commission Chair send Letters of Appreciation to the home owners. Councilor Clark seconded the motion which carried unanimously.

Ms. Carey will provide Chair Zerba with the names and addresses.

Ms. Carey reported that she has started a video archive for these events. Ms. Germond reported that Mr. Lamb has suggested having a separate budget item for this series if it continues in the future. Discussion on continuing this series will take place at the January 2016 meeting. Ms. Carey reported there are people who would like to have their houses featured.

b. City Hall Display on Keene's Architectural History

Ms. Carey reported on her discussions with the City Clerk's office noting that they were very happy to have the Heritage Commission take on a display in the main entrance of City Hall for December/January. She also noted their pleasure that the Commission was willing to do this more than once during the year. Ms. Carey also noted their offer to assist with photo printing, matting, and mounting. Commission members agreed this was a great idea to help promote the Commission and the history of Keene.

Ms. Carey noted the need to decide on a display for December. She explained her idea focusing on architectural styles and the development of these styles in a timeline. Her second suggestion was to pick a street and focus on its history and development. Ms. Carey suggested the

Commission think about what the follow-up display might be. Ms. Carey outlined the scope of the project as follows:

- Taking photos
- Writing up some commentary
- Obtain salvage items to display in the cases (if architectural styles is the focus)

After some discussion, Commission members agreed the focus should be on the earliest settlement of Keene and what it was like. This could be focused on lower Main Street. Ms. Carey reported lobby space is available for displays. Ms. Carey also mentioned a suggestion by Bill Dow to make copies of originals (photos, etc.) to use in the displays.

Ms. Snow made a motion noting the Heritage Commission's approval of Ms. Carey moving forward with this endeavor with a budget not to exceed one hundred dollars (\$100) to purchase needed items. Councilor Clark seconded the motion which carried unanimously.

Chair Zerba will email her presentation for the proposed Main Street Historic District to Ms. Carey.

5) Report of the Research Commission –

a. Main Street Historic District Update

Chair Zerba reported the Sub-committee meets again tomorrow to discuss both the proposed Main Street Historic District and the Neighborhood Heritage District, as a potential alternative. The meeting will be held in the 2nd floor Conference Room of City Hall, at 4:00 PM.

b. Preservation Brochure/Website

This was discussed under agenda item 3.b. Ms. Germond and Ms. Carey will get together to organize the materials.

c. Stone Arch Bridge Project Update

Chair Zerba asked if there were any recommendations for funding (grants) to replace the capstones. Ms. Germond reported the next step would be replacing the missing capstones and the coping on top. Ms. Germond continued the primary funding sources utilized for the long term preservation efforts and resurfacing of the bridge / trail surface were LCHIP and the Moose Plate grant. Ms. Germond will continue to research outside funding sources.

Ms. Germond reported the City has put "Pass at your own risk" signs in place. Staff is working with NHDOT (bridge owner) with regards to liability issues. She noted the language would be included in the City's Stewardship Agreement with LCHIP. Ms. Germond also reported that the Stone Arch Bridge Committee has disbanded and the project has been returned to the Heritage Commission.

6) New or Other Business –

a. Former Cheshire County Courthouse Name Change

Chair Zerba reported the County Commissioners have decided the old Courthouse will be called Cheshire County Hall. She also noted that they obtained LCHIP funds to restore the front entry. The front doorway will become usable and the writing over the front door will remain. Chair

Zerba did ask the Commissioners to email Mr. Lamb so that he has all the necessary information when/if questions are asked.

b. Complete Streets Demonstration

Ms. Germond and Ms. Carey reported on the Complete Streets project taking place on September 19, 2015 from 11:00 AM to 4:00 PM, on Marlboro Street to showcase what it could look like if the roadway were redesigned. Recommendations and suggestions obtained at this event will be transmitted back to the City as a way to continue the process of rethinking the rezoning of the Marlboro Street corridor. This is the first event of its type to take place in Keene. The primary organizers are Southwest Region Planning Commission and Healthy Monadnock 2020. Ms. Carey asked if the Commission wanted to have a presence there in some way, such as handout brochures. Ms. Germond reported that tables are not being offered due to space limitations. Ms. Carey reported that she and Ms. D'Egidio would be attending. Ms. Germond thanked Ms. Snow for her feedback with regards to getting the word out about the event. Chair Zerba suggested contacting Danny Mitchell.

c. Membership

Ms. Germond asked if a letter had been sent to the Mayor's office requesting the appointment of Kevin Dremel to the Commission. She noted the need to send a letter either from the Commission Chair or Mr. Dremel can share the letter himself. Chair Zerba reported she had sent the Mayor an email some time ago and added that she will resend her original email. Ms. Germond will email Mr. Dremel asking him to submit a request noting his interest in serving on the Commission.

7) **Adjournment** - Chair Zerba adjourned the meeting at 4:52 PM.

The next meeting will be Tuesday, November 10, 2015

Respectfully submitted by,
Mary Lou Sheats-Hall, Minute-taker
September 10, 2015

Edited by,
Tara Germond, Planner
October 30, 2015