

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

**HERITAGE COMMISSION SPECIAL MEETING MINUTES**

**Wednesday, November 9, 2016      4:00 PM      Trustee's Room, Library**

**Members Present:**

Louise Zerba, Chair  
Rose Carey, Vice-Chair  
Marilyn Gemmell  
Katherine Snow  
Jonathan Foskett, Alternate  
Robert O'Connor, Councilor  
Susan D'Egidio

**Staff Present:**

Tara Kessler, Planner

**Members Not Present:**

Kevin Dremel

**1) Call to Order/Roll Call -**

Chair Zerba called the meeting to order at 4:00 PM. Roll call was conducted. Chair Zerba asked Mr. Foskett to sit in for Mr. Dremel.

**2) Approval of Minutes – October 12, 2016**

Ms. Snow made a motion to adopt the minutes of October 12, 2016 as submitted. Ms. Carey seconded the motion which carried unanimously.

**3) Section 106 Review – 99 & 0 Wyman Road -**

Chair Zerba welcomed Jim Phippard. Mr. Phippard outlined the Section 106 Mitigation Proposal submitted earlier.

A gravel pathway, open to the public, will be constructed along the eastern portions of the property adjacent to Black Brook and existing undeveloped land areas. A plan of the proposed pathway is attached. The pathway will be approximately 3500 feet long and will include a crossing of the brook in one location. It will provide a walking trail for residents of the proposed CCRC as well as for the public, in a natural setting which is frequented by birds and wildlife known to occupy this area.

Gravel parking spaces for up to 6 vehicles will be located adjacent to Wyman Road, north of Black Brook, and adjacent to the proposed pathway. It will provide public parking and easy access for visitors to the site.

A gazebo or small pavilion will be constructed near the public parking spaces and adjacent to the pathway. It will include a sign or plaque which identifies the site as a historic agricultural property and will direct visitors to the lobby of the main Community Building at the site to see a display about the history of the property.

A display, open to the public, will be set up in the main lobby of the Community Building and include recent and historic photographs of the buildings in their original settings on the site. It will also include historical information from the Individual Inventory for this site filed at the NH Division of Historical Resources, and available for viewing as part of this display. Small artifacts, such as hand tools, will be included in the display. The production of maple syrup was part of the historic agricultural use of the property. 27 sugar maple trees will be planted throughout the site to replace the existing sugar maple trees that will be removed with the redevelopment of the site.

The proposed mitigation recognizes the historical agricultural use of this property and will provide for public display and documentation of both the buildings and the former uses of the site. Public access and public parking will allow portions of the property to be used by residents and visitors for hiking in a natural setting and enjoyment of this historic resource. Mr. Phippard reported copies of the mitigation proposal have been submitted to the Army Corps of Engineers and NHDHR.

Ms. Snow asked how the lobby display is guaranteed to remain permanent. Mr. Phippard explained a Memorandum of Agreement is part of the mitigation which is a legal agreement between the owner, the Army Corps of Engineers, and the Council for Historic Preservation, in Washington, D.C. Mr. Phippard also reported he is working with Lynn Monroe, a historical architect for the display design. Mr. Phippard noted he would be happy to bring the final design back to the Commission for review when completed. In response to Chair Zerba, Mr. Phippard replied the consultants would have final say as to what is included in the display. Mr. Phippard also noted the footbridge would be located at the existing concrete structure that was built in 1960 as part of the tax ditch project.

Mr. Phippard assured Ms. Gemmell the proposed parking spaces would not interfere with the operations of Miracles in Motion.

In response to Ms. D'Egidio Mr. Phippard noted where the existing house is located on the drawing. Mr. Phippard reported there is no way to keep the existing house. He also noted all the outbuildings will be removed; he added there is a private party interested in the corncrib and he does not know if anything will come of that. Ms. D'Egidio reported she spoke with Joyce at Stonewall Farm noting she does not feel they will be able to come up with the funds necessary to move the corncrib. Ms. D'Egidio also noted she has not heard back from them in months. Ms. D'Egidio asked if mitigation could include cash to move the corncrib. Mr. Phippard explained as far as the federal agencies are concerned if we move any of these buildings it is considered an adverse effect. He further explained the designation is based primarily on the setting of the original buildings on the property. Both the Army Corps of Engineers and the consultant said because of the condition of the buildings it should not be eligible. Someone from the Advisory Council and Concord agreed it should be eligible even with the condition of the buildings.

Councilor O'Connor asked if there would be funding in escrow for maintenance of the display. Mr. Phippard explained this is part of the Memorandum of Agreement which runs with the life of the property. Mr. Phippard noted we are typically given three years to complete the display and it does go through an acceptance process.

Chair Zerba asked if tapping the Sugar Maples was in the plan. Mr. Phippard advised that was not part of the mitigation. In response to Ms. Gemmell, Mr. Phippard noted maintenance is part of the agreement. He also noted wetlands will stay wetlands except for those areas where permits are being requested. Mr. Phippard also responded to Ms. D'Egidio noting the forested areas will remain forested areas.

There being no further questions or comments Mr. Phippard said he is asking for the Commission's support; he also noted he would come back if there are any changes.

Councilor O'Connor made a motion to approve the Mitigation Proposal Section 106, Historic Preservation as submitted and discussed this date. Ms. Gemmell seconded the motion which carried unanimously.

Ms. Kessler noted she would share a memorandum, including the minutes, with NHDHR, the Army Corps of Engineers, and the applicant.

Chair Zerba moved agenda item #5 up on the agenda.

**5) Certified Local Government Grant Letter of Interest** – (Page 9 of 35 in the packet)

Ms. Kessler reported the HDC did not meet in October so they were unable to discuss this item. She noted it is unlikely the HDC will be able to pull something together by the time the letter is due. Ms. Kessler commented this Commission submitted a Letter of Intent earlier this spring; she added this funding is available twice yearly. She noted the email included in the packet outlines the three different types of projects that are funded; she explained there is a shift in Priority 1 projects. She continued this is a great opportunity for this Commission as it has been doing a lot of Outreach.

Priority I projects are for survey, National Register nominations, preservation planning, public awareness and education programs. Please note that survey and National Register nominations are 100% funded and do not require match. All other Priority I projects are 60% funded with a 40% match requirement.

Ms. Kessler said the Commission submitted a Letter of Intent for 1) the development of a citywide list of historic resources, and 2) a comprehensive outreach and education program to raise awareness and support for the community's historic resources. Ms. Kessler reported DHR reported the outreach and education would not be a competitive application. DHR would like to see a more targeted and specific outreach and education program tied to survey work or a specific property making it narrower than just a list of activities we want to undertake. She continued DHR was in favor of the citywide list of historic resources and they noted a citywide inventory had already been completed in 1999.

In response to Ms. Snow, Ms. Kessler indicated she would scan the existing inventory to make it electronic for publishing online. Ms. Kessler will also check on the Commission's budget balance and report back. This is to ensure the Commission could cover its match funds if necessary.

After discussion the Commission agreed on the following.

1. Letters would be sent to the owners of homes over 100 years old. The letter would advise the property owners that the Heritage Commission is applying for funding to initiate surveys and if they are interested in learning the history of their homes they should let the Commission know. Ms. Kessler will touch base with DHR to see if this qualifies for the 100% funding attached to surveys.

2. Ms. Carey suggested the inventory work be done in conjunction with community outreach. This could include workshops that would help develop connections in the community that do not currently exist. Discussion ensued with regards to who would coordinate the training sessions. Ms. Kessler commented the scope of work could include bringing someone/team on with the qualifications to do both the survey work and conduct workshops, so it is all built into one contract.

3. Regarding the Letter of Intent Chair Zerba noted she would be comfortable getting the survey piece started and then bring in someone from DHR to show us how to inform the public. Ms. Kessler commented for today she needs something from the Commission to answer the questions posed by DHR, and approval to submit a Letter of Intent by November 21, 2016. Ms. Kessler said she could prepare the letter; she also noted this year DHR requires information on how the plan is to be implemented and the projected costs. Ms. Kessler reported she has the approximate cost figures for mailing out the letters. The question would be does this Commission want to assist with the survey work and workshops. Ms. Carey noted she would like to be involved with this work even if a consultant is hired.

After continued discussion the following findings were agreed upon.

- The Commission will send a letter/invitation to participate to all homes over 100 years old. The letter will also be published on the website.
- Those homes included in the existing inventories are ineligible as are commercial properties.
- The Commission will accept the first 50 voluntary requests to participate during the first round of funding.
- Workshops (outreach and education) will be held to do the public relations work. The workshops will be tools for homeowners to learn how to research their own home, listed on the National Register, and to learn about preservation/resources.
- The survey work will be conducted by a consultant/workshop facilitator.
- The Commission should obtain a Letter of Support from the HDC.

Ms. Kessler reported there are 2,753 commercial and residential buildings constructed in or prior to 1916; the estimated costs of mailing the letters is roughly \$1,300. Ms. Kessler will also check with DHR to see how they would fund the Commission's proposal (100% or match funds).

In response to Chair Zerba, Ms. Kessler outlined the CLG Grant process.

- Letter of Intent due by November 21, 2016
- DHR responds on December 5<sup>th</sup>, and invites us to apply for the full round.
- The full application is due January 20, 2017.
- Selections are made on February 6, 2017.
- Move into grant agreements in March 2017.
- Project completion deadline would be August 2018.

Ms. Kessler advised full Council approval is required to apply for the funds. Ms. Kessler also noted the application would need to be approved at the January meeting. Ms. Kessler will check with the City Clerk's office regarding City Council's schedule. She also noted it may be necessary to change the date of the Commission's January 2017 meeting.

Ms. Snow moved to approve submittal of a Letter of Intent that includes the information

discussed at this meeting. Councilor O'Connor seconded the motion which carried unanimously.

**6) Subcommittee Reports -**

- a. Demolition Review Committee – Councilor O'Connor reported a demolition permit was signed for 138 Howard Street as the building was determined to not be historically significant.
- b. Community Outreach Committee – Ms. Carey reported that \$900 was raised at the last Summer Night Chapel; these profits went into the Chapel fund. Ms. Carey is still working on the permanent displays and is currently under budget.
- c. Research Committee – Discussed under agenda item #5.

**4) Action Plan & Commission Goals – (Pages 5-8 of the packet)**

Noting the hour Chair Zerba recommended this issue be discussed at the next meeting. No opposition was presented. Chair Zerba suggested Commission members review the document and determine their priorities prior to the next meeting.

**7) Staff Updates -**

1. Ms. Kessler reported the Main Street Historic District was defeated at City Council.

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

**9) Next Meeting- January 11, 2017 or to be determined**

**10) Adjourn – There being no further Commission business Chair Zerba adjourned the meeting at 5:00 PM.**

Respectfully submitted by,  
Mary Lou Sheats-Hall, Minute-taker  
November 10, 2016