



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

**HERITAGE COMMISSION MEETING**

**MEETING AGENDA**

Wednesday, July 11, 2018

4:00 PM

2<sup>nd</sup> Floor Conference Room, City Hall

1. Call to Order / Roll Call
2. Minutes of April 11, 2018
3. Section 106 Review Invitation to Comment – 51 Wyman Way  
Antenna Installation
4. 2018/2019 Workshop Series Planning Discussion
5. 2017/2018 Architectural Roadshow Debrief
6. New or Other Business
7. Next Meeting – September 12, 2018
8. Adjourn

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

**HERITAGE COMMISSION MEETING MINUTES**

**Wednesday, April 11, 2018**

**4:00 PM 2<sup>nd</sup> Floor Committee Room**

**Members Present:**

Rose Carey, Chair  
Susan D'Egidio, Vice-Chair  
Louise Zerba  
Charlotte Shuerman  
Katherine Snow

**Staff Present:**

Tara Kessler, Planner

**Members Not Present:**

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

Chair Carey called the meeting to order at 4:00 PM with the roll call. Ms. Kessler introduced Erin Benik, from the HDC, who is also interested in serving on the Heritage Commission.

**2) Approval of Minutes – March 14, 2018**

Ms. Zerba made a motion to adopt the minutes of March 14, 2018 as presented. Ms. Snow seconded the motion which carried unanimously.

**3) Section 106 Review: Relocation of NBT Bank to Colony Mill – *Presentation by NBT Bank***

Ms. Kessler explained the Section 106 review process for the newer members of the Commission. She clarified the Section 106 review process is an opportunity for the Heritage Commission to provide comments and suggest potential mitigation on the proposed project; however, the Commission does not have the authority to stop a project from happening. Ms. Kessler also noted this building is outside of the Downtown Historic District, although it is right on the edge, which is why it is coming before this Commission and not the Historic District Commission.

Brad Hall, Facilities Manager for NBT Bank introduced Rob Pearson, of Brady Sullivan (owner of the Colony Mill). Mr. Hall began his presentation by explaining NBT Bank is looking to occupy the former Ye Old Candy Shop building, known as 210 West Street with the goal of operating a bank branch office. Mr. Hall continued they would be doing some renovations to the inside and outside of the building that include repairs to the existing masonry, replacing exterior windows, and installation of a remote ATM kiosk outside.

Chair Carey asked where the kiosk would be located. Mr. Hall said it would be between the parking lot and the back of the building. Mr. Pearson referred to the site plan explaining the existing trees and shrubbery would be removed and replaced with newer/nicer plants. Mr. Pearson also noted a Landscaping Plan would be presented to the Planning Board. Chair Carey then asked about additional lighting. Mr. Pearson replied there would be additional lighting;

three gooseneck lamps underneath the existing awning as the awning is being replaced. The existing lamps in the parking lot will remain and be upgraded.

Ms. Snow asked how far from the building the kiosk would be located. Mr. Pearson said it would be four to five feet from the building.

Ms. Zerba asked if any thought had been given to the kiosk having the same appearance as the Colony Mill. Mr. Hall replied in the affirmative noting the intent to use an exterior brick veneer, remove the red band on the top and install a pitched roof with a standing seam metal roof (copper colored).

Regarding the signage Ms. Zerba commented the red is very bright. Mr. Hall explained that is their brand color. Ms. Snow asked if the signage was removable should the bank move out. Mr. Hall replied in the affirmative adding there would be no damage to the building. Ms. Zerba then asked if it was necessary to put all the signs on the building instead of using freestanding signs at ground level. Mr. Hall said they could certainly entertain those options.

Ms. Snow asked if the kiosk would cover the 1810 date on the building. Mr. Pearson replied in the negative noting it is not that tall. Ms. D'Egidio clarified this is the Gilbo Avenue side to which Mr. Pearson replied in the affirmative.

Ms. Zerba asked if there were any plans to change the entry. Mr. Pearson replied in the affirmative noting the replacement of the door with a more historical type. He also distributed a copy of the type of windows they are thinking of using a grid arrangement of 6 over 6. The new windows would be wood on the inside and metal clad on the outside (bronze colored). Mr. Pearson also noted the awning color will match throughout the site. In response to Ms. Zerba, Mr. Pearson noted the Gilbo Avenue side would be used as an emergency exit.

Ms. Kessler summarized the comments and concerns of the Commission to be passed onto NHDHR.

- Signage at a lower elevation rather than on the building.
- Kiosk materials consistent with what is on the other buildings.
- Mute the red color if possible.
- Kiosk height does not cover the 1810 sign plate on the building.
- Windows remain six over six.
- Maintain historically significant appearance.

Ms. Zerba moved that the Heritage Commission support the application as presented with the comments as noted. Ms. Snow seconded the motion which carried unanimously.

Ms. Kessler will forward the comments onto NHDHR tomorrow.

**4) Presentation on Walldogs: A Magical History Tour** – *Presentation by Peter Poanessa*  
Mr. Poanessa reported a group of people have gotten together to build on the idea of having a mural festival in Keene. They have attracted the world renown Walldogs to hold their annual festival in Keene. This festival is being called “The Magical History Tour” because the murals will be focused on the local history. The subject matter is something the community will provide

the artists. Mr. Poanessa gave an overview noting this is a four day festival where a couple of hundred artists from all over the world come and paint murals in Keene. A piece of the community's involvement is to house and feed the artists while they are here. Mr. Poanessa outlined the other activities noting the painting will take place in the alleyways and backs of buildings. Judy Rogers noted there would be approximately 12-15 murals painted over the course of four days. Mr. Poanessa added after the festival is over the town is left with an outdoor art gallery that can be a very effective economic driver for tourism. Ms. Rogers added that when the festival is over they will be making it into a walking tour with a brochure and maybe a phone application, and integrating some of the existing murals into that tour. Each mural will have a bronze plaque containing information.

Referring to the murals Ms. Zerba asked if there was a Board that reviews the designs. Mr. Poanessa replied yes and no. Ms. Rogers explained that ideas are taken from the public, and they have a research team that provides a short list of themes to the designers. The Walldogs maintain control of the design. The research committee here consists of Alan Rumrill, Carl Jacobs, and Anita Carroll-Weldon. Once the list of themes is decided on, the committee will put together packets of information that will go to the lead designer of each mural. The designers will come up with the design based on the wall they are assigned to. Mr. Poanessa explained the Walldogs organization to the Commission. He explained their requirements and distributed a copy of a catalog of their work for the Commission to review.

In response to Ms. D'Egidio, Mr. Poanessa clarified the artists are from around the world. The festival has been held in the United States for the past 25 years (approximately 750 murals).

Ms. Rogers explained the first walls they will focus on are any of the walls as you enter the downtown area. The discussion continued with Mr. Poanessa noting they have trademarked the "A Magical History Tour" as each festival has its own name. Their storefront will be open soon and they do have a website and Facebook page. The event is planned for June 19-23, 2019. Theme suggestions can be sent to Mr. Poanessa. Ms. Rogers noted they have not yet approached the building owners. She also reported coming in under Arts Alive as a 501-c non-profit. Ms. Kessler reported Mr. Poanessa presented this idea to the HDC at their last meeting.

Ms. Zerba motioned for the Heritage Commission to highly support the Walldogs "A Magical History Tour" to take place in June 2019. Ms. Snow seconded the motion which carried unanimously.

Chair Carey invited Mr. Poanessa to stay in touch with the Commission. Ms. Shuerman asked how the Commission could build on what the Walldogs are doing in the future. Mr. Poanessa reported photos being sent in to him. When he was on the Dan Mitchell show, he suggested potentially being able to incorporate old business logos into the designs.

Ms. Zerba left the meeting at 4:47 PM; a quorum was still present.

**5) Architectural Roadshow:** Planning for the June 2nd Workshop on Keene's Architectural History

Ms. Kessler provided an update on what she has done.

1. A letter will be going out tomorrow to property owners (in the area of School and Court Streets) letting them know about the walking tour and inviting them to share their stories/information.
2. Updated maps showing the historical pattern of development have been developed. Ms. Kessler noted that these can be used to help shape the walking tour.

Ms. Kessler noted updating the story map is still on the to-do list. Chair Carey shared an example of a story map for the members to review. Chair Carey noted 17 are already done but a lot of the School Street area still needs to be done.

Chair Carey gave a synopsis of the walking tour explaining it would start at the Library, go down Winter Street (tour 75 Winter Street), over to 24 School Street (gather on the lawn), go down School Street to 67 School St, and possibly 103 School Street, which is empty, possibly tour the Putnam residence at 150 School Street, then tour 91 and 92 Court Street. Chair Carey verified some are inside and some are outside. The tour will take approximately two hours and is 9/10<sup>th</sup> of a mile long.

Chair Carey suggested talking about which houses to research and why. She noted another 20-30 houses that have pictures taken but the histories are needed. She reported meeting with Jim Rousmaniere who is more interested in working on the social, economic development of Vernon Street/Mechanic Street/Elm Street area. Chair Carey continued, stating that the Commission's job will be to research the history of these homes. Ms. Snow commented that she is hearing three different projects- the tour, the story maps, and research other homes. Chair Carey clarified the houses she spoke about are all on the tour. Ms. Kessler clarified for Ms. D'Egidio that Mr. Rousmaniere's presentation will encompass more properties than what is on the walking tour. Chair Carey clarified the story maps are a separate project she and Ms. Kessler have been working on. Ms. Kessler explained this is the information that accompanies the online walking tour that started after the first workshop.

Ms. Kessler suggested the Commission focus on the walking tour and Mr. Rousmaniere's presentation. Ms. Benik recommended including architecturally significant homes along the route. Chair Carey agreed with this recommendation. Ms. Benik suggested 60 School Street, another next to 103 School Street, and 99 School Street.

Chair Carey asked how the work could be divided up. The work would entail creating a story from the excel spread sheet data that Ms. Kessler has compiled with property information. Ms. Snow reported she was unavailable for this project. Ms. Benik offered to assist the Commission. Chair Carey noted the photographs are already done; just the stories are needed (School Street and the corner of Summer Street). She said she would identify those houses where no research has been done that are going to be on the tour.

- 24, 72, and 103 School Street – research completed.
- There is some history on the Putnam's and Jeananne Farrar's.
- Chair Carey has 92 and 137 Court Street.

Ms. Snow reported she had to leave; the time was 5:08 PM. At this point there was no longer a quorum.

**6) Subcommittee Reports –**

a. Demolition Review Committee –

b. Community Outreach Committee – Discussed under agenda item #3.

c. Research Committee – Discussed under agenda item #3.

**7) Staff Updates –**

**8) New or Other Business –**

**9) Next Meeting- May 9, 2018**

**10) Adjourn** – Chair Carey adjourned the meeting at 5:08 PM with the departure of Ms. Snow as a quorum was no longer present.

Respectfully submitted by,  
Mary Lou Sheats-Hall, Minute-taker  
April 12, 2018

Reviewed and edited by,  
Tara Kessler, Planner

May 9, 2018

City of Keene Planning Department  
c/o Mr. Rhett Lamb, City Planner  
3 Washington Street  
Keene, NH 03431  
(603) 352-5474  
rlamb@ci.keene.nh.us

Subject: Invitation to Comment  
Fuze # 5020073 / KEENE\_3\_NH  
51 Wyman Way, Keene, NH 03431  
EBI Project #6118003492

Dear Mr. Lamb:

Pursuant to Section 106 of the National Historic Preservation Act, the regulations promulgated thereunder and interagency agreements developed thereto, EBI Consulting, Inc. on behalf of Cellco Partnership and its controlled affiliates doing business as Verizon Wireless (Verizon Wireless) provides this notice of a proposed telecommunications facility installation at the address listed above.

EBI would like to inquire if you would be interested in commenting on this proposed project. Verizon Wireless proposes to collocate antennas at 49.5 feet above ground level on the rooftop of the 91-foot building. Please refer to the attached project plans for complete details regarding this proposed project.

Please note that we are requesting your review of the attached information as part of the Section 106 process only and not as part of the local zoning process. We are only seeking comments related to the proposed project's potential effect to historic properties.

Please submit your comments regarding the proposed project's potential effect on historic properties to EBI Consulting, to my attention at 21 B Street, Burlington, Massachusetts 01803 or contact me via telephone at the number listed below. Please reference the EBI project number. We would appreciate your comments as soon as possible within the next 30 days. Please do not hesitate to contact me if you have any questions or concerns about the proposed project.

Respectfully Submitted,



Kate Ritter  
Architectural Historian  
(413) 281-4650  
kritter@ebiconsulting.com

Attachments – Maps and Project Drawings





### Legend

- ★ Project Site
- Site Radius at 250', 500', 1000', 1/2, 3/4 & 1 mile

Date: 4/18/2018

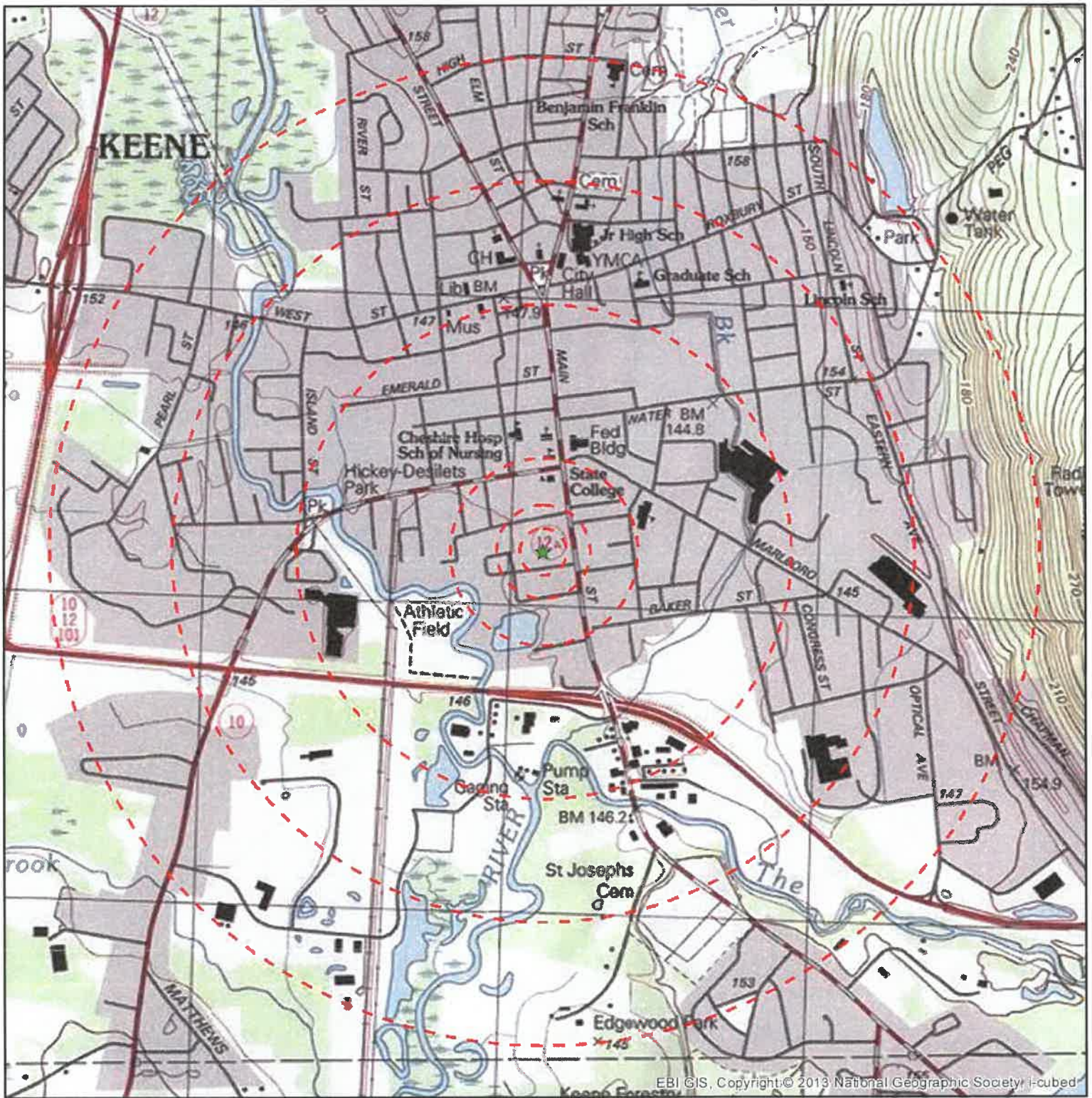
Figure 1: Site Location Map

**FUZE #5020073 KEENE\_3\_NH**  
**51 WYMAN WAY**  
**KEENE, NH 03431**

PN: 6118003492







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### Legend

- ★ Project Site
- Site Radius at 250', 500', 1000', 1/2, 3/4 & 1 mile

USGS 24K Quad: Keene, NH 1986

Date: 4/18/2018

Figure 2 - Topographic Map

**FUZE #5020073 KEENE\_3\_NH**  
**51 WYMAN WAY**  
**KEENE, NH 03431**

PN: 6118003492









CHECKED BY: JX  
APPROVED BY: DPH

NO.	DATE	DESCRIPTION	BY
1	10/17/17	REVISED PER SITE VISIT	JX
2	10/25/17	FOR SHEET	JX

SITE NAME:  
**KEENE 3 NH  
(AKA KEENE  
NH SC09)**

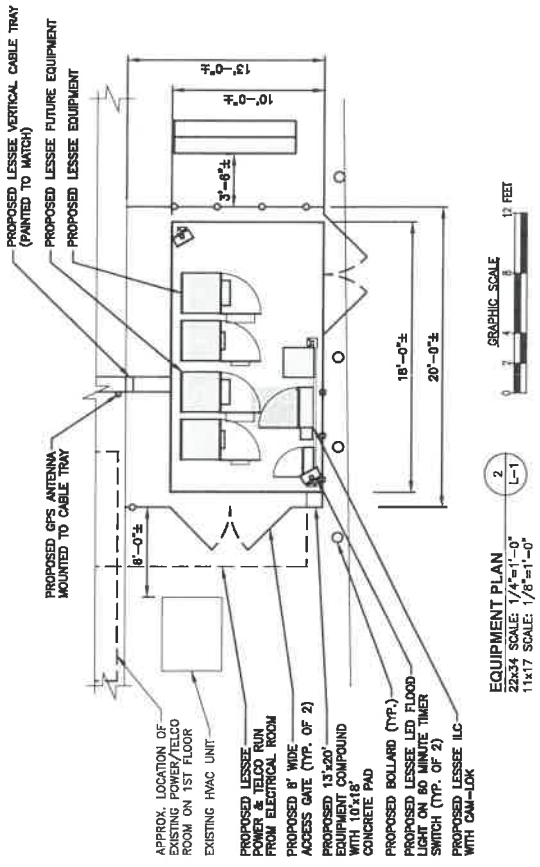
SITE ADDRESS:  
**51 WYMAN WAY  
KEENE, NH 03431**

SHEET TITLE:  
**ROOFTOP PLAN**

NO.	DATE	DESCRIPTION	BY
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2	10/25/17	FOR SHEET	JX

SHEET NUMBER:  
**L-1**

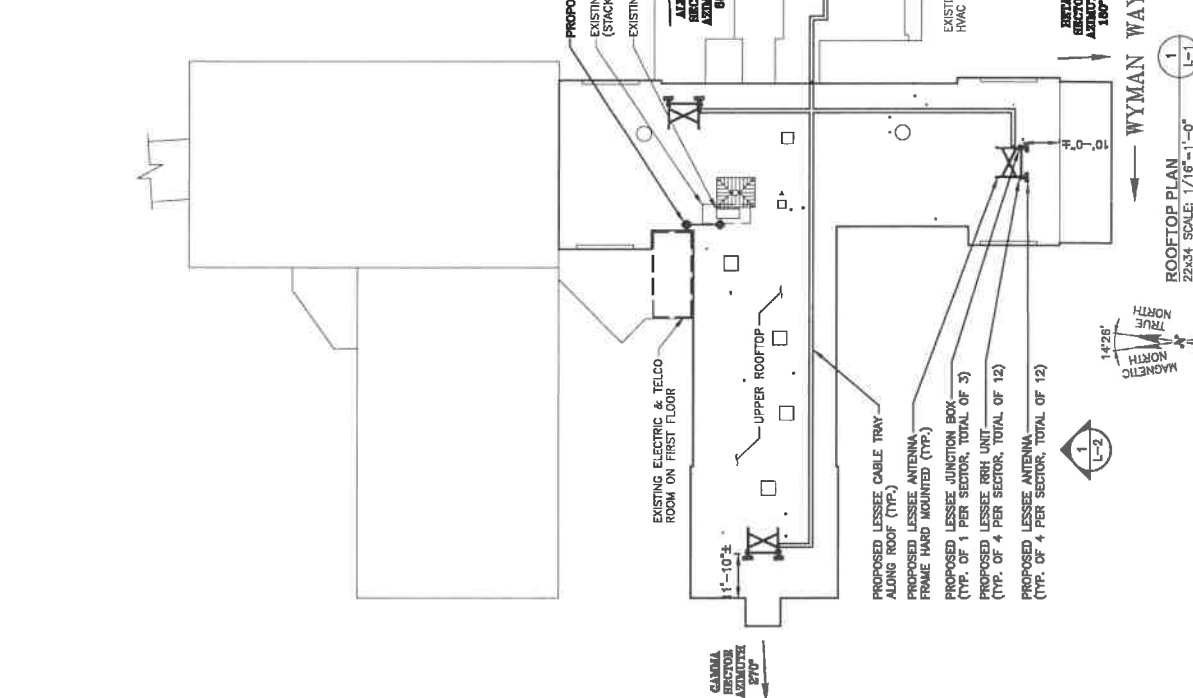
**LEASE EXHIBIT**



NOTE: ANALYSIS OF THE CAPACITY OF THE PROPOSED LESSEE EQUIPMENT AND PROPOSED LOADING HAS NOT BEEN COMPLETED BY HUDSON DESIGN GROUP, LLC. DRAWINGS ARE SUBJECT TO CHANGE PENDING OUTCOME OF A STRUCTURAL ANALYSIS.

LEASE EXHIBIT: THIS LEASE PLAN IS DIAGRAMATIC IN NATURE AND IS INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE LOCATION AND SIZE OF THE PROPOSED WIRELESS EQUIPMENT. THE FINAL LAYOUT WILL BE FINALIZED UPON COMPLETION OF SITE SURVEY AND FACILITY DESIGN.

FIELD INSPECTION DATE: 02-13-2018



**LEASE EXHIBIT**

APPROXIMATE LAT: N42° 55' 33.13"  
 COORDINATES: LONG: W72° 16' 42.41"

**NOTE:**  
 AN ANALYSIS OF THE CAPACITY OF THE EXISTING STRUCTURE TO SUPPORT THE PROPOSED LOADING HAS NOT BEEN COMPLETED BY HUDSON DESIGN GROUP, LLC. DRAWINGS ARE A RESULT OF AN ONGOING OUTCOME OF A STRUCTURAL ANALYSIS.

**LEASE EXHIBIT:**  
 THIS LEASE PLAN IS DIAGRAMMATIC IN NATURE AND IS INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE LOCATION AND SIZE OF THE PROPOSED WIRELESS COMMUNICATION FACILITY. THE SITE LAYOUT WILL BE FINALIZED UPON COMPLETION OF SITE SURVEY AND FACILITY DESIGN.



CHECKED BY: JK  
 APPROVED BY: DPH

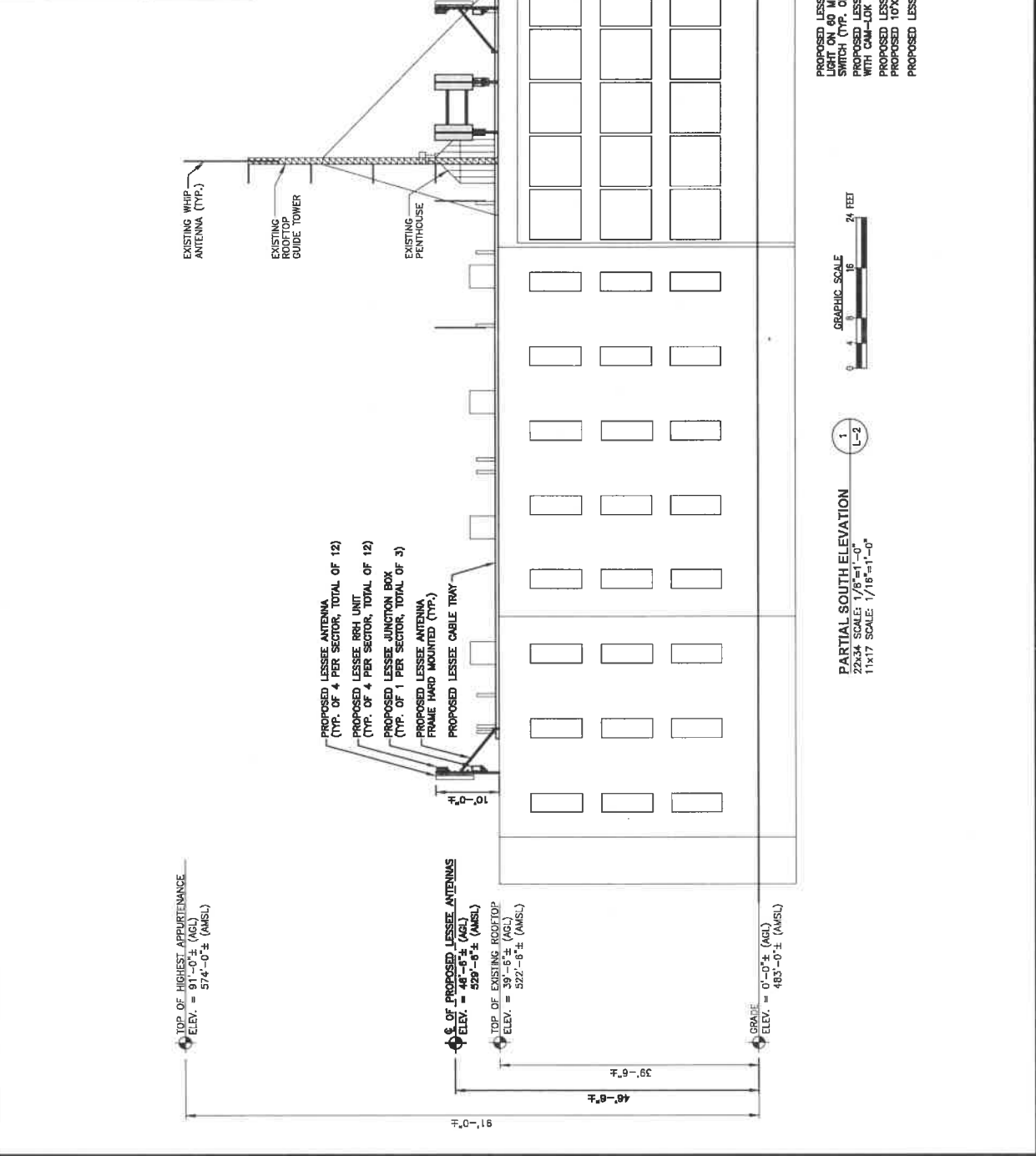
SUBMITTALS	
NO.	DESCRIPTION
1	10/22/18
2	10/22/18
3	10/22/18
4	10/22/18
5	10/22/18
6	10/22/18
7	10/22/18
8	10/22/18
9	10/22/18
10	10/22/18

SITE NAME:  
**KEENE 3 NH (AKA KEENE NH SC09)**

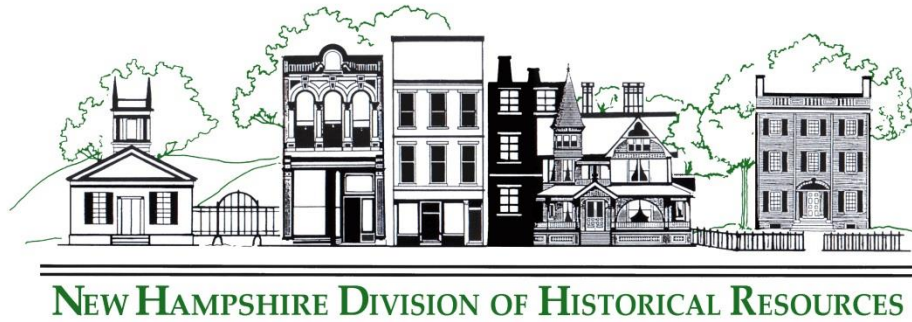
SITE ADDRESS:  
 51 WYMAN WAY  
 KEENE, NH 03431

SHEET TITLE  
**PARTIAL ELEVATION**

SHEET NUMBER  
**L-2**



FIELD INSPECTION DATE: 02-13-2018



# **Certified Local Government Program**

## **2018 CLG Grant Application**

**Grant Period: October 1, 2017 – September 30, 2019**

**New Hampshire Certified Local Government Program  
2018 Grant Application Form**

**Application Deadline:** On or before 4:00 PM, Friday, January 19, 2018.

**Application Format:** Two hard copies of the application and one PDF on a CD or travel drive should be submitted by the deadline. **Email submissions will not be accepted.** For questions, please contact Amy Dixon at 603-271-3485 or [Amy.Dixon@dncr.nh.gov](mailto:Amy.Dixon@dncr.nh.gov).

**What to Submit:** All application materials must be submitted prior to the application deadline. A complete application consists of the following items:

- A fully completed Application Form signed by CLG Coordinator and the Chief Elected Local Official (or designee).
- A fully completed Proposed Budget Form signed by the Chief Elected Local Official (or designee).
- A copy of the most recent municipal financial report/single audit. **One copy with the original application is acceptable.**
- Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project.

**New Hampshire Certified Local Government Program  
2018 Grant Application Form**

**Name of CLG Community:** Keene, NH

**Name of Primary Contact:** Tara Kessler, Planner

**Telephone:** 352-5474

**Email:** tkessler@ci.keene.nh.us

**Mailing Address:** 3 Washington St, Keene, NH 03431

**Project Name:** 2<sup>nd</sup> Annual Historic Preservation Workshop Series

**Amount of Grant Request:** \$2,950

**Total Project Cost:** \$5,755

**Matching Share (if applicable):**

**Cash:** \$200

**In-Kind:** \$3,205

**Project Category:** Please check the appropriate category below and provide the requested information where indicated or on a separate page.

**Priority I Projects**

*Top priority in the selection of projects and award of grant funds is given to Priority I projects.*

- Survey Project.** *Please describe in Project Summary:*
- purpose of the project;
  - area to be surveyed (indicate on map, attach map to application);
  - estimated number of properties to be surveyed;
  - estimated number of acres to be surveyed;
- National Register Project.** *Please describe in Project Summary:*
- purpose of the project;
  - how this property or theme was selected;
  - building or historic district to be nominated (indicate on map; attach map to application);
  - property type or theme for Multiple Property nomination;
  - for a historic district, estimate the number of properties within the district.
- Preservation Planning Project.** *Please describe in Project Summary:*
- purpose of the project;
  - what product will result from the planning effort;
- Information and Education Project.** *Please describe in Project Summary:*
- purpose of the project;
  - audience, methods and products to be produced

## **Priority II Projects**

*Awarded only if grant funds remain after all Priority I projects have been selected.*

- Pre-Development Project.** *Please describe in Project Summary:*
  - purpose of the project;
  - property or area to be covered by the plan (describe and indicate on map; attach map to application);
  - scope of work and products to be produced;
  - National Register status of the property or the process by which it will become NR-listed; and

## **Priority III Projects**

*Awarded only if grant funds remain after all Priority I and Priority II projects have been selected.*

- Development Project.** *Please describe in Project Summary:*
  - purpose of the project;
  - property to be rehabilitated (provide photograph and map of its location; attach map to application);
  - scope of work and description of how the project will meet the *Secretary of the Interior's Standards for Rehabilitation*;
  - Proof of National Register status; and
  - status of historic resource assessments, plans, etc.

**Project Summary** (please address the bulleted items in the Project Category selected above):

*The City of Keene Heritage Commission proposes to organize and host a three-part workshop series to galvanize citizen interest in and support for Keene's agricultural heritage. This workshop series would build on the success of the historic preservation workshops the Commission held in 2017 and early 2018 with the support of CLG funds. These workshops had a focus on empowering historic homeowners with the tools and resources to preserve and celebrate the history of their properties.*

*The focus of this proposed series is on raising awareness of Keene's unique agricultural history and how working landscapes and homesteads have helped shape our cultural and physical landscape. The three proposed workshops are described in more detail below. Each would be free and open to the public.*

### ➤ **Workshop 1: Harvesting Our Heritage: The stories behind Keene's farming past and present**

*The Heritage Commission will weave the stories from longstanding local farmers/agrarians into a presentation exploring the influence of farming and agriculture on Keene's cultural and physical landscape. This workshop will also address the role of Keene's farming past on shaping the future of local agriculture.*

*Timeframe:* *It is anticipated that this workshop will take place in the mid-late fall of 2018.*

*Marketing:* *As a way to draw attendees to this event, the Commission intends to invite local farmers/craftspeople to sell their goods before and after the workshop. The Commission will seek partnerships with the Cheshire County Conservation District, Monadnock Farm to Community Connection, Keene Farmers Market, Monadnock Conservancy, Monadnock Food Coop, and the Cheshire County Historical Society to help organize and promote this event. The Commission will also utilize traditional channels of marketing including social media, posting on community calendars, posters, and notices in the local papers.*

Speakers: The Commission will work with local historians to present on the topic of Keene's farming history and will identify local farmers to tell the stories of their farming heritage.

➤ **Workshop 2: Cooking Up History: The foods and products that have shaped Keene's heritage**

This workshop will be a celebration of the historic foods and agricultural products that have contributed to Keene's history, culture, and sense of place. It will explore the connections between food, identity, tradition, and innovation throughout Keene's history. This workshop will be part presentation, part food tasting, and part demonstration. The Heritage Commission will work with local farmers / producers to tell the story of foods and agricultural products important to the history of Keene and the surrounding Region. Local producers will be invited to share samples of their food products with attendees.

Timeframe: The Commission seeks to hold this event in the early spring of 2019 as an opportunity to demonstrate the process of creating maple syrup at a local farm. If this is not possible, the Commission will explore conducting a cook demonstration that showcases historic cooking technics and recipes.

Marketing: As a way to draw attendees to this event, the Commission intends to promote this event with local schools and community groups. The Commission will seek partnerships with the Cheshire County Conservation District, Monadnock Farm to Community Connection, Keene Farmer's Market, Stonewall Farm, Monadnock Food Coop, and the Cheshire County Historical Society to help organize and promote this event. The Commission will also utilize traditional channels of marketing including social media, posting on community calendars, posters, and notices in the local papers.

Speakers: The Commission will work with local historians, farm educators, and farmers to present on the proposed topics.

➤ **Workshop 3: Keene's Historic Barns: From preservation to adaptive reuse**

This workshop will focus on the history and technology of barns as well as barn maintenance, adaptive reuse and preservation. It will highlight options available for owners of historic barns to preserve these structures and will explore practical solutions from experts on how to maintain, rehabilitate, and adapt old barns for today's needs. As part of the workshop, the Heritage Commission will incorporate a tour of select historic barns in Keene. The Commission will invite local contractors/craftspeople that specialize in barn restoration and preservation to lead this workshop.

Timeframe: The Commission seeks to hold this event in the summer of 2019.

Marketing: The Commission will seek partnerships with the Cheshire County Conservation District, Monadnock Conservancy, Monadnock Farm to Community Connection, Stonewall Farm, the Cheshire County Historical Society and other local organizations to help organize and promote this event. The Commission will also utilize traditional channels of marketing including social media, posting on community calendars, posters, and notices in the local papers.

Speakers: The Commission will work with contractors skilled in barn preservation/ rehabilitation to lead this workshop/tour.



**Please Answer the Following Questions:**

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of all CLG grant projects). Who will benefit and how will they benefit from this project?

*The project summary above describes in more detail how each workshop will be marketed and advertised to the community. In general, all workshops will be advertised in the local papers (Keene Sentinel, Monadnock Shopper, Monadnock Ledger) and on their event calendars. The Commission will utilize the City's social media sites and those of partner organizations to share information about the events and encourage registration. The Commission will post flyers and posters marketing the event in Keene's downtown. In addition, the Commission will share information with public event calendars, statewide organizations and agencies such as nh365.org, NH DHR and the NH Preservation Alliance for posting on event calendars or distribution in newsletters.*

*These workshops will be open to the general public. It is likely that those who will benefit most from this project are individuals less familiar with the importance of Keene's agricultural heritage and its influence. These individuals will benefit by learning from the people and families who have worked to farm and cultivate the land and how these working farmsteads have contributed to our local cultural identity.*

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?

*The intent of these workshops is to raise awareness of the importance of Keene's agricultural and farming past and how this past has influenced present day conditions. This will be an opportunity that has the potential to have a significant and long lasting impact on the community in that it will inspire, encourage, and equip interested citizens with the knowledge and resources to aid in supporting and preserving these landscapes, structures, and livelihoods.*

3. Describe what you propose to do in the sequence it will be done, how it will be done, and why it is important. Use the table provided below to assist with drafting the project schedule assuming a starting date of **June 2018** and completion date of **June 30, 2019**. List dates such as subcontracting with consultants, on-site meetings, delivery of draft products, and public meetings, as applicable.

4.

DATE	Task/Product Completed
Feb 2018	DHR notifies applicants of grant awards
Mar 2018	Execute Grant Agreement with DHR
May -Jul 2018	Heritage Commission secures dates, location, and speakers for Workshop #1 (will also establish dates for Workshops #2 and #3)
Jul-Oct 2018	Heritage Commission advertises Workshop #1 through local and regional media outlets
Oct 2018	Heritage Commission holds Workshop #1
Oct 31, 2018	First Progress Report Due to DHR
Oct-Jan 2019	Heritage Commission secures location, speakers, and partners for Workshop #2
Jan-Mar 2019	Heritage Commission advertises Workshop #2 through local and regional media outlets and secures dates/location/speaker for Workshop #3
Mar 2019	Heritage Commission holds Workshop #2

Mar 31, 2018	Second Progress Report Due to DHR
Mar-May 2018	Heritage Commission advertises Workshop #3 through local and regional media outlets
May 2018	Heritage Commission holds Workshop #3
Jun 2018	Completion Date
Sept. 30, 2018	Deadline to submit final project report, final product, and request reimbursement.

5. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

- *The City of Keene Heritage Commission members will work with City staff in the Planning Department to organize, advertise and facilitate each workshop. Commission members will be responsible for identifying potential speakers/subject matter experts and for producing promotional materials. The Commission members will all work in a volunteer capacity. The Heritage Commission will solicit volunteers from the Historic District Commission to assist with the preparation and facilitation of these workshops.*
- *City staff will manage the project budget, make arrangements with identified speakers/facilitators, reserve workshop locations, and submit promotional materials to media outlets. City Staff will work directly with the Heritage Commission to coordinate the series.*
- *A select number of speakers/facilitators will be brought on to lead each workshop. These speakers will be contracted by the City via a professional services agreement and will be compensated for their time and expenses through the CLG budget for this grant.*

6. Describe how your project meets at least one goal, objective, or strategy from the [New Hampshire 5-Year Preservation Plan \(https://www.nh.gov/nhdhr/programs/plan.htm\)](https://www.nh.gov/nhdhr/programs/plan.htm).

This proposed project will serve to advance a number of the goals identified in the 5-year Preservation Plan. Specifically, through the public sharing of information and resources on Keene's working landscapes, historic barns and homesteads, and agricultural past and through the collaboration/partnerships with local and regional farm/land preservation organizations this project will address the following goals, objectives and strategies:

- **Goal 1: Increase public awareness and appreciation of historic properties and special places.**
  - Objective 1: Increase the level of public knowledge of preservation's economic, environmental, and other critical community development benefits.
  - Objective 2: Recognize preservation's role in helping communities retain a sense of place and identity.
    - Strategies:
      - Increase understanding and appreciation for a variety of resource types,
      - including underrepresented resources
  - Objective 3: Prioritize a lifelong appreciation for New Hampshire's historic and special places.
    - Strategies:
      - Increase visits to historic places.
      - Increase opportunities for cross generational or multi-generational history appreciation.
- **Goal 2: Expand accessibility to existing information and guidance.**
  - Objective 2: Enhance dissemination of information and guidance.
    - Strategies:
      - Develop new and different ways to reach out and promote preservation to the public, such as social media campaigns and table top displays at local businesses.
      - Use public event calendars, such as nh365.org, to promote history-related events.
      - Publicize online resources for information and guidance.
- **Goal 5: Prioritize historic preservation's integral role in interdisciplinary planning efforts to address critical changes facing the Granite State.**
  - Objective 3: Address all layers of the cultural landscape.
    - Strategies:
      - Broaden the conversation about, and understanding of, New Hampshire's cultural landscapes.
      - Create collaborative partnerships.
      - Work to connect cultural and natural resource interests.

**Signatures:** After completing the application, print it out and have each of the two signatories sign and date this page. Then scan the complete application as a PDF and save it to a CD or travel drive and submit it along with the other required application materials.

**Please be aware that you are not permitted to begin work on your project under any circumstances until your contract with the New Hampshire Division of Historical Resources (NHDHR) is fully executed.** The NHDHR's contract schedule is dependent on Congress and the National Park Service. The date that HPF funding is available to SHPOs for disbursement to CLGs changes annually.

I understand that I may not begin work on my project until my contract with the NHDHR is fully executed at a time subject to the schedule of the National Park Service.

**All work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.** Survey projects must also meet the standards established by the NHDHR and detailed in the manuals for Architectural Survey in New Hampshire. Work not meeting the Secretary of the Interior's Standards in the judgment of the NHDHR shall not be reimbursed.

I understand that all work must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and when applicable, survey standards established by the NHDHR.

**Projects must be fully completed by June 30, 2019.** Your timeline should reflect this deadline. Please check the box below to agree to this deadline. Failure to agree with this deadline will compromise your CLG's eligibility to receive grant funding.

I understand that my project must be completed by June 30, 2019, to comply with National Park Service requirements. I understand that failure to comply with this deadline could result in the NHDHR declaring all/part of the work ineligible for reimbursement.

**Certification:** This application is submitted to the NHDHR for funding consideration under the Certified Local Government provisions of the National Historic Preservation Act of 1966 as amended. I certify that City of Keene, NH has an approved certification Agreement and is eligible for participation in this program. I understand and agree to sign a "Certification Regarding Debarment, Suspension and Other Responsibility Matter, Drug-Free Workplace Requirements and Lobbying" if awarded funds.

Signature of Chief Elected Official Designee: \_\_\_\_\_

Title: Elizabeth Fox, Assistant City Manager/Human Resource Director Date: 1/19/18

Signature of CLG Coordinator \_\_\_\_\_

Title Tara Kessler, Planner Date January 19, 2018