



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

**HERITAGE COMMISSION MEETING**

**MEETING AGENDA**

Wednesday, September 12, 2018

4:00 PM

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

1. Call to Order / Roll Call
2. Minutes of August 8, 2018
3. 2018/2019 Workshop Series Planning Discussion
4. New or Other Business
5. Next Meeting – November 14, 2018
6. Adjourn

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

**HERITAGE COMMISSION MEETING MINUTES**

**Wednesday, August 8, 2018**

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

**Members Present:**

Rose Carey, Chair (Late)  
Susan D'Egidio, Vice-Chair  
Louise Zerba  
Charlotte Shuerman  
Kathy Snow  
Erin Benik

**Staff Present:**

Tara Kessler, Senior Planner

**Members Not Present:**

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

Vice-Chair D'Egidio called the meeting to order at 4:04 PM with the roll call.

**2) Approval of Minutes – July 11, 2018**

Ms. Zerba made a motion to adopt the minutes of July 11, 2018 as presented. Ms. Snow seconded the motion which carried unanimously.

**3) Continued Section 106 Review– 51 Wyman Way Antenna Installation**

Ms. Kessler distributed copies of the responses from EBI Consulting, dated July 31, 2018 that she received the day of the meeting. Ms. Kessler provided a recap of the project and last month's discussion for those members not present. Ms. Kessler reviewed the questions and responses with the Commission. Commission members discussed the dimensions on Page 2 of 3 with Ms. Kessler clarifying the dimensions are the same for each of the three proposed antennae. Referring to the plan elevations, Ms. Kessler noted the existing tower in relation to the proposed three antennae. Commission members also discussed the elevations on Pages 3 and 4 of 19 of the packet submitted by EBI Consulting.

Ms. Kessler noted RF stands for radio frequency for Commission members. Ms. D'Egidio commented on the mounting frame width noting it is much different than the existing tower. Ms. Zerba clarified they are not adding anything to the existing tower. Commission members commented on the fact that no representatives attended these meetings after being invited twice. Ms. Kessler offered an explanation for their absence at the last meeting.

Ms. Zerba commented she is satisfied with the responses and is willing to support the project. Ms. Snow commented it does not detract from the historical building itself and Commission members agreed.

Ms. Zerba made the following motion which was seconded by Ms. Snow and carried unanimously.

It is the opinion of the Commission that the proposed installation of three 10-foot high antennas on 51 Wyman Way will not have a significant impact on the historic significance or features of the existing building per the proposed design depicted in the renderings submitted by Kate Ritter of EBI Consulting to the Heritage Commission dated July 31, 2018.

**4) 2018/2019 Workshop Series Planning Discussion–**

Ms. Kessler distributed the following handout: City of Keene CLG Grant FY 2019 Scope of Work for Commission discussion.

Starting in the late fall of 2018, the City of Keene Heritage Commission will organize and host a three-part workshop series to galvanize citizen interest in and support for Keene’s agricultural heritage.

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 workshops are described in more detail below.

Each workshop will be free and open to the public.

**Regarding Workshop 1: Harvesting Our Heritage: The stories behind Keene’s farming past and present:**

Chair Carey reported she has contacted Alan Rumrill at the Cheshire County Historical Society about a partnership for this event. She described the presentation on the region’s agricultural history developed by Mr. Rumrill. Mr. Rumrill has agreed to give this presentation for the Commission’s first event. Mr. Rumrill suggested a date of Friday, September 21, 2018 at the Historical Society. Chair Carey indicated the Commission would do most of the advertising. Chair Carey mentioned she would also like to do some supplemental farm displays. In response to Ms. D’Egidio, Chair Carey advised the Commission wouldn’t be partnering with the Farmer’s Market on this project.

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

Chair Carey reported Stonewall Farm would be happy to work with the Commission on this workshop. They are unsure about doing a sap event next March but did indicate the Commission could use the space for free. In addition, they would like to see one of their products highlighted along with regenerative agriculture. Chair Carey also reported Linda Staveley would be a part of this using the recipes from her son’s two cookbooks. Ms. Zerba confirmed the Commission would be paying Ms. Staveley and purchasing the food used in the recipes. Chair Carey still needs to address Stonewall Farm’s concern about bringing in vendors that may be selling foods, and if they would still donate the space for free.

Chair Carey turned the discussion to the budget. Ms. Kessler distributed copies of the Commission’s 2017-2018 CLG Grant. She noted the funding for this round is \$2,950 and some of the big expenses from the last round will not be incurred this time (bus, speaker fees, and purchase of microphones). Ms. Kessler reviewed the marketing strategy employed with the last grant round. Discussion ensued regarding the efficacy of the postcard mailing. Chair Carey commented the Commission may need to kick in funds if it goes over the grant budget. She noted the importance of finding partners. She reiterated advertising is always the biggest expense. Chair Carey also commented the speaker fee for Alan Rumrill has yet to be determined. She suggested a speaker fee for the Staveleys’ would not be needed as they will be

promoting their book. Ms. Kessler confirmed the Commission funds will need to be used to cover the costs of foods used in the recipes (cooking demos). The Commission could use existing funds or allocate the \$1,500 Commission budget from this year. Ms. Kessler also confirmed the Commission loses the funds if not used. Commission members agree the funds should be used for the foods. Ms. Kessler noted if the Commission gives \$500 to each speaker (3 events) that will leave \$1,450 for advertising.

**Motions:**

1. Ms. Zerba made the following motion which was seconded by Ms. Snow and carried unanimously.

The Heritage Commission supports the Scope of Work for the FY 2019 CLG Grant as presented.

2. Ms. Snow made the following motion which was seconded by Ms. Benik and carried unanimously.

The Heritage Commission authorizes Chair Carey to negotiate expenses for the first workshop in an amount not exceed one-third of the budget, and if this amount is to be exceeded return to the Commission for further negotiation.

Chair Carey shared her desire to include the sustainable resurgence of farming in this area during the first event. She would like to have someone in the agricultural field speak to this at the first event. Ms. D'Egidio suggested contacting Kim Peavey who writes a column for the Shopper. Ms. D'Egidio agreed to make the contact. Chair Carey said she would explore other contacts. Commission members agreed the second talk would only be 15 minutes. Ms. Kessler also agreed to contact Amanda Littleton, of the Cheshire County Conservation District. Ms. D'Egidio will also help Chair Carey with poster distribution when they are ready. Chair Carey reported she has Mr. Rumrill's text portion of his presentation if anyone is interested in previewing it.

**5) New or Other Business –**

Ms. D'Egidio reported on a demolition last month that she signed off on. It was a 1960's structure (house). Ms. D'Egidio asked if she was the only member of this subcommittee now. Ms. Schuerman agreed to work with Ms. D'Egidio on this subcommittee.

**6) Next Meeting-** September 12, 2018, at 4 PM, in the 2<sup>nd</sup> Floor Conference Room

**7) Adjourn** –Chair Carey adjourned the meeting at 4:34 PM

Respectfully submitted by,  
Mary Lou Sheats-Hall, Minute-taker  
August 10, 2018

Reviewed and edited by,  
Tara Kessler, Senior Planner