



City of Keene
New Hampshire

HERITAGE COMMISSION MEETING

MEETING AGENDA

Wednesday, November 14, 2018

4:00 PM

2nd Floor Conference Room, City Hall

1. Call to Order / Roll Call
2. Minutes of September 12, 2018
3. Certified Local Government Grant Program Letter of Intent for FY 2020
4. Commission Membership
5. 2018/2019 Workshop Series Planning Discussion
6. Staff Updates
7. New or Other Business
8. Next Meeting – January 9, 2019
9. Adjourn

City of Keene
New Hampshire

HERITAGE COMMISSION MEETING MINUTES

Wednesday, September 12, 2018 4:00 PM 2nd Floor Commission Room

Members Present:

Rose Carey, Chair
Susan D'Egidio, Vice-Chair
Louise Zerba
Katherine Snow
Erin Benik

Staff Present:

Members Not Present:

Charlotte Shuerman

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 – August 8, 2018

Ms. Zerba made a motion to adopt the minutes of August 8, 2018 as presented. Ms. Snow seconded the motion which carried unanimously.

3) 2018/2019 Workshop Series Planning Discussion–

Chair Carey reported Ms. D'Egidio was able to procure another speaker, Susie O'Dwyer for the upcoming workshop. Ms. O'Dwyer is a cheese maker and owns a farm in Harrisville. The Commission will provide an easel for Ms. O'Dwyer. Ms. Zerba asked the time of the event on the 21st of September. Chair Carey noted the event would take place from 7 to 9 PM. Chair Carey also reported that Carl Majewski, of NH Extension Services will also give a short talk after Ms. O'Dwyer.

Chair Carey has advised Alan Rumrill of the additional speakers. Ms. Kessler contacted the Sentinel and Chair Carey wrote an article for the Shopper.

Ms. Zerba asked about the agenda. Chair Carey said Mr. Rumrill would present first, followed by Ms. O'Dwyer, and then Mr. Majewski. Commission members discussed having a break and the refreshments to be provided. After discussion it was decided to put the refreshments out and let people help themselves. Refreshments could be placed in the hallway and an announcement made at the beginning of the event. Chair Carey said she is working on the farm display with Ms. Kessler.

- Ms. D'Egidio will make cookies
- Chair Carey will bring water and cheese
- Ms. Benik will bring crackers and grapes
- Ms. Zerba will think of something to bring

Ms. Zerba agreed to staff the sign-in table. Commission members should arrive by 6:30 PM.

Chair Carey reported she has tabled working with Stonewall Farm on the second workshop until this first event is over. She also reported 40 posters were put up. Ms. Zerba asked about the budget. Chair Carey suggested the event was within budget.

- Mr. Rumrill will be paid \$500.00
- No fees for the other speakers
- No fee for the space
- Cost of the Sentinel unknown at this time

Ms. D'Egidio asked if pre-registration was required. Chair Carey commented it is not required but is suggested.

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

5) **Next Meeting**- November 14, 2018, at 4 PM, in the 2nd Floor Conference Room

6) **Adjourn** –Chair Carey adjourned the meeting at 4:08 PM

Respectfully submitted by,
Mary Lou Sheats-Hall, Minute-taker
September 13, 2018

Reviewed by Tara Kessler, Senior Planner

October 2, 2018

Attention: All Certified Local Governments

RE: Federal FY2019 CLG Grant Opportunities – Letters of Intent

Dear CLG Community,

The New Hampshire Division of Historical Resources is pleased to begin the Federal FY2019 CLG grant process. We are asking that each community interested in applying for a grant submit a Letter of Intent no later than **Monday, November 26, 2018**. The Letter of Intent process assists us in understanding the needs of the communities we work with and allows us an opportunity to provide feedback to refine potential projects, if needed, to ensure fundable and competitive projects.

Please include the following information in your Letter of Intent:

- Briefly explain your project idea and your plan to implement it
- Determine which of the 3 grant priorities your project falls under:
 - Priority I (100% Funded; no match required), such as:
 - Historic resource survey,
 - Archaeological survey,
 - National Register nomination
 - Priority I (60% Funded; 40% match required), such as:
 - preservation planning (such as design guidelines, Master Plan chapters for historic resources, etc.),
 - public awareness and education programs (i.e., CAMP Training, workshop series, publications, etc.)
 - Priority II (60% Funded; 40% match required):
 - pre-development planning for National Register-listed properties that are municipally owned, such as Historic Structures reports, engineering studies, and architectural plans.
 - Priority III (60% Funded; 40% match required):
 - development (bricks and mortar) for National Register-listed properties that are municipally owned. Please explain how your project will meet the Secretary of the Interior's Standards for Rehabilitation
- Provide an estimated cost of the project, including grant request amount, total project cost, and match sources (municipal funds, other grants, in-kind donations of time/materials)

Anticipated FFY19 Certified Local Government Grant Schedule

Monday, October 1, 2018 – Letter of Intent to Apply Announced to CLG communities

Monday, November 26, 2018 – Letter of Intent to Apply Due

Monday, December 10, 2018 – Response to LOI; Invitation to Apply

Friday, January 31, 2019 – Applications Due

Monday, March 2, 2019 – Projects Selected

March 2018 – Sub-grant agreements sent and executed (pending NPS authorization of funding)

Monday, August 3, 2020 – Deadline to complete projects

Wednesday, September 30, 2020 – All project invoicing completed; reporting requirements met

While you are preparing your Letter of Intent, please feel free to contact Nadine at Nadine.Miller@dncr.nh.gov or 603-271-6628 or Amy at Amy.Dixon@dncr.nh.gov or 603-271-3485.

Sincerely,

Nadine Miller and Amy Dixon