



City of Keene
New Hampshire

HERITAGE COMMISSION MEETING

MEETING AGENDA

Wednesday, May 8, 2019

4:00 PM

2nd Floor Conference Room, City Hall

1. Call to Order / Roll Call
2. CLG Grant FY 2019 Workshop Planning Discussion
 - a) March Workshop Recap
 - b) August Barn Tour
3. Historic District Commission Resource Ranking Effort
4. Commission Annual Report to City Council Planning Licenses and Development Committee
5. EMMIT Tool Subscription for CLG Communities
6. New or Other Business
7. Next Meeting – July 10, 2019
8. Adjourn

City of Keene
New Hampshire

HERITAGE COMMISSION MEETING MINUTES

Wednesday, March 13, 2019

4:00 PM 2nd Floor Conference Room

Members Present:

Rose Carey, Chair
Susan D'Egidio, Vice-Chair
Louise Zerba, Alternate
Erin Benik
Charlotte Shuerman
Cauley Powell
Christine Houston

Staff Present:

Tara Kessler, Planner
Don Lussier, City Engineer

Members Not Present:

1) Call to Order/Roll Call -

Chair Carey called the meeting to order at 4:00 PM with the roll call. Chair Carey welcomed today's speakers Sarah Graulty and Don Lussier.

2) Section 106 Review – Colony Mill Marketplace

Ms. Kessler explained the Section 106 process for the new Commission members. Sarah Graulty, of EBI explained this is an AT&T project. She said there are currently panel antennae inside the existing smoke stack at the Colony Mill on West Street. The proposal is to swap out the existing antennae using the existing mounts. Other changes include the cap at the top of the stack and the sealed door at the base of the tower. These changes are for ventilation to prevent overheating. Ms. Graulty reviewed the documents provided in the packet.

Ms. Zerba clarified there will be no other changes to the exterior than the door at the base of the tower; Ms. Graulty affirmed.

Ms. Schuerman asked which side of the building the door was located. Ms. Graulty referred to the Photo Location Map page. Ms. Zerba said it faces the walkway (old furniture store door). Ms. Graulty referred to Page S-3 to explain the door characteristics.

Ms. Powell asked if animals could get stuck in the new door. Ms. Graulty indicated that concern is part of the permitting process and showed photos taken in previous years.

Ms. Zerba motioned to approve the request as long as there is nothing that will protrude or change the existing feature. Chair Carey seconded the motion which carried unanimously.

3) Section 106 Review - Woodward Dam Improvements

Don Lussier, City Engineer reported the project will be submitting a Wetlands Permit Application to the New Hampshire Department of Environmental Services, Water Division, Wetlands Bureau Land Resource Management. The proposed improvements to Woodward Dam are required by the NHDES Dam Bureau pursuant to their Letter of Deficiency, dated March 8, 2016. In summary, the dam is not able to meet the required flood event without risk of overtopping. The proposed improvements directly address the NHDES concerns and maintain the purpose and function of the dam. As requested, the City submitted the New Hampshire Division of Historical Resources Inventory #ROX0006, Individual Inventory Form for the Woodward Dam Improvements Project. Mr. Lussier also reported the dam is in Roxbury but they have no Historic Commission so the Keene Heritage Commission was asked to review the project. He said the NHDHR has required the City record the existing condition of the dam for posterity. Through discussions the idea to share the historical records with the Heritage Commission was developed; this group could then share them with the public.

Mr. Lussier said the dam has not really changed since its construction in 1910. He explained the City will have to build a wall because the crest elevation needs to be raised a little over two feet; so it will look a little different when the project is done.

Chair Carey asked if this is a place where people can visit. Mr. Lussier replied the watershed is not open to the public. There are Class 6 roads in Roxbury that wind in and around the watershed that are public right-of-ways. Mr. Lussier noted the intent is to exclude motorized vehicles from the watershed. He noted this is a high-hazard dam and needs to be able to handle two and a half times the amount of water that would pass through that structure during a 100 year flood event.

Chair Carey asked if the new build would be cement. Mr. Lussier said it will be a concrete wall attached to the masonry wall in the core of the dam; it will look like a stone wall with a cap on top.

Ms. Zerba asked if the Section 106 review is because of wetland impacts. Mr. Lussier replied in the affirmative, adding that they are also working in the pond.

Ms. D'Egidio clarified they would be adding a new part but not destroying any of the existing structure. Mr. Lussier affirmed.

Chair Carey asked how high the wall would be. Mr. Lussier replied just over two feet above the existing ground surface.

Ms. Kessler asked if it would be the Commission's responsibility to make the source documents publically available. Mr. Lussier said he thinks that is what the agreement with NHDHR will spell out. He continued, noting that the documents could be made available electronically for the website, in hard copy for the office, or both. Mr. Lussier advised the documents still need to be organized. Chair Carey suggested both electronic and hard copies be provided so one could go to the Historical Society and the Community Development office. Ms. Kessler indicated the documents could be linked to the Commission's webpage. Mr. Lussier noted there was no webpage for this project. There are approximately 8 to 10 plan sheets and a narrative booklet.

Chair Carey made the following motion which was seconded by Ms. Houston and carried unanimously.

The Commission supports the proposed mitigation to have the historic resource information prepared for the Woodward Dam and the historic records that are currently available be shared as hard and electronic copies with the Community Development Department and the Historical Society of Cheshire County.

4) CLG Grant Spring and Summer 2019 Workshop Planning Discussion

Chair Carey noted this is the final meeting before the March 30th event. She reported the advertising has been done and she brought posters to the meeting for distribution. Chair Carey reported one more speaker, Chris Shaw, has been added and she will be doing bee keeping. Continuing she noted the addition of one more vendor doing hard cider. Chair Carey will check with Stonewall Farm regarding their policy. This item will be given out not sold.

Chair Carey provided copies of various recipes for each member to choose from. Members should make enough to serve eight to ten people. Chair Carey will provide the sample size serving containers and childproof scissors. Chair Carey will recheck the logistics at Stonewall Farm next week. Ms. Benik will obtain the seven long, white table cloths (8 foot). Ms. Zerba will arrange for two Interact students for each activity time; they will leave when activity is finished. Ms. Kessler will provide a microphone for the event. Ms. Schuerman outlined the children's activities she has planned for the event. Ms. D'Egidio will help Chair Carey distribute posters on Saturday. Ms. Powell will distribute a poster in Walpole. Chair Carey will email members regarding their arrival time.

- Ms. D'Egidio – pumpkin/cranberry bread or cranberry muffins
- Ms. Benik – turnips
- Ms. Houston – parsnips and gingerbread with whipped cream
- Ms. Zerba – beans
- Ms. Ballard – dandelions/potatoes
- Chair Carey – corn fritters

Ms. Kessler reminded everyone to save their receipts and bring them to the next meeting. Ms. D'Egidio clarified the Commission authorized spending \$100 on various maple products to sell at their table.

Discussion of next event – Barn Tour

Chair Carey asked if the Commission members preferred Saturday, August 17th or Sunday, August 18th. The consensus was for Saturday, August 17th, at 11:00 AM.

Chair Carey asked if the Commission members wanted to think about having a speaker. She noted discussions with Richard Kipphut who is available to lead the tour and speak. In response to Ms. Zerba, Chair Carey said the structure would be similar to the previous tour. Chair Carey also reiterated the area for the tour is still undetermined. Ms. D'Egidio confirmed she should still talk to Josh Gorman. Noting the grant timeframe Ms. Kessler stated she will contact NHDHR to verify that an August event will be allowed and advise them of the Commission's plans.

Rosie noted that they will need pictures of barns to use for the historical portion of the presentation. There is an interest in obtaining photos of the corn crib at Stonewall Farm.

5) New or Other Business –

Tara Kessler noted that Mari Brunner, Acting Planner, is working with the HDC to update the HDC Historic Resource Ranking, which was last completed in 2008. Ms. Brunner would like to speak at the May meeting about this process and see if the Heritage Commission might want to assist with the update.

6) Next meeting- May 8, 2019

7) Adjourn –Chair Carey adjourned the meeting at 4:55 PM.

Respectfully submitted by,
Mary Lou Sheats-Hall, Minute-taker
March 14, 2019

Reviewed and edited by, Tara Kessler, Senior Planner

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Cc: [Miller, Nadine](#); [DNCR: EMMIT](#)
Subject: Complimentary Subscriptions to NH CLGs for EMMIT
Date: Monday, April 29, 2019 12:31:44 PM

Dear CLG Communities:

The DHR is excited to share the news of our new online GIS research tool – EMMIT! We are also pleased to offer Certified Local Government communities the opportunity to register for a complimentary subscription to EMMIT.

EMMIT is a map-based online inventory of the historic and archaeological records on file at the DHR. Users will have the ability to perform searches based on locational parameters as well as user-specified attribute criteria. Archaeological records access is limited only to qualified professional archaeologists who will need to submit additional information during the registration process to confirm eligibility to access those records.

Below is a list of the types of materials available on EMMIT (archaeological data is restricted):

- National Register of Historic Places nomination forms, photos and maps
- NH State Register of Historic Places inventory forms, photos and maps
- Individual Inventory Survey forms, photos and maps
- Project Area forms, photos and maps
- Historic District forms, photos and maps
- Historic American Buildings Survey (HABS) documentation
- Historic American Engineering Record (HAER) documentation
- NH Historic Property Documentation

To learn more visit: EMMIT.dncr.nh.gov

CLGs will be allowed to register up to 3 users for EMMIT, including one administrator who will be the primary contact with the DHR. The administrator from the CLG community must follow the registration protocol on the website and complete the attached subscription form and return it to the DHR electronically to emmit@dncr.nh.gov. In addition, all named users must complete Step 1 of the registration process to gain access to EMMIT. Please note on the form that this is a complimentary subscription for a CLG.

Subscriptions will need to be renewed annually. The administrator will receive a notification email before the subscription expires.

Please contact Tanya Krajcik with any questions regarding your community's subscription or EMMIT in general – emmit@dncr.nh.gov or 603-271-6568.

Amy Dixon

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