



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

**HERITAGE COMMISSION MEETING**

**MEETING AGENDA**

Wednesday, June 12, 2019

4:00 PM

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

1. Call to Order / Roll Call
2. Minutes of May 8, 2019
3. CLG Grant FY 2019 Workshop Planning Discussion
  - a) August Barn Tour
4. Proposed Inventory of Vacant, For-Sale Historic Homes Discussion
5. Updates
  - a. CLG Grant FY 2020
  - b. Historic District Commission Resource Ranking Effort
  - c. Commission Annual Report to City Council Planning Licenses and Development Committee
  - d. Demolition Review Subcommittee
6. New or Other Business
7. Next Meeting – July 10, 2019
8. Adjourn

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

**HERITAGE COMMISSION MEETING MINUTES**

**Wednesday, May 8, 2019**

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

**Members Present:**

Rose Carey, Chair  
Susan D'Egidio, Vice-Chair  
Louise Zerba, Alternate  
Cauley Powell  
Erin Benik (Late)

**Staff Present:**

Tara Kessler, Senior Planner

**Members Not Present:**

Charlotte Schuerman  
Christine Houston

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

Chair Carey called the meeting to order at 4:00 PM with the roll call. Chair Carey noted that Ms. Zerba would be a voting member for this meeting.

**2) Approval of Minutes – March 13, 2019**

Ms. Zerba motioned to accept the minutes of March 13, 2019 with the following change: on Page 4, Agenda item #4, fourth line change “she” to “he”. Ms. D'Egidio seconded the motion which carried unanimously.

**3) CLG Grant FY 2019 Workshop Planning Discussion –**

**a) March Workshop Recap-**

Commission members agreed the event was a wonderful success with approximately 80 people in attendance. Chair Carey discussed lessons learned which included 1) it is more difficult to get people from out of town to attend, and 2) the event should be shorter (less than three hours). Ms. Kessler will provide a budget update via email.

**b) August Barn Tour –**

Chair Carey reported the proposed speaker, Richard Kipphut, a historic preservation consultant would like to come for a weekend to tour/inventory the properties. Chair Carey noted the properties have not yet been selected. Ms. Kessler recommended making it clear what the expectations of Mr. Kipphut are for compensation and accommodations. She added that the Commission should be clear with Mr. Kipphut about his role in this event. Chair Carey said she is able to put Mr. Kipphut up overnight for this visit.

Chair Carey asked for volunteers to form a sub-committee to look at properties. The area under

Consideration is Washington Street over to Court Street up to the Recreation Center. The sub-committee would walk the area of potential properties and then verify its potential use, and find the history of the property. Ms. Kessler can provide a list of properties that contain barns in this area by reviewing assessing information. The sub-committee will be looking for different style barns and carriage houses; things that would tell the story of the area. Ms. Kessler will draft a Letter of Introduction to either hand out or mail to the property owners. Ms. Kessler will post notice of the subcommittee meeting which will take place on Monday, May 13<sup>th</sup>. The subcommittee will initially meet at the corner of Coolidge and Washington Streets. The subcommittee will consist of:

Chair Carey  
Susan D'Egidio  
Cauley Powell  
Erin Benik  
Charlotte Schuerman

Ms. Zerba asked about the format of the event. Chair Carey reported she is unsure of Mr. Kipphut's plans, but if he does a talk like the one Jim Rousmaniere did at the Library she would like to use the Unitarian Church. Chair Carey will check on the Church's availability for the Saturday, August 17<sup>th</sup> date. The format will be the same as the last walking tour but with fewer properties; only 4 to 5 this time. As to the timeframe it was suggested coffee be served at 9:30 AM followed by the speaker at 10:00 AM and the tour finishing up at noon. Commission members agreed public transportation was not needed for this event. Chair Carey noted the barn at the Christian Science Center as one of interest; a letter will be sent to them. She also mentioned old stalls at the Fire Department; Ms. Kessler will verify they exist.

#### **4) Historic District Commission (HDC) Resource Ranking Effort -**

Ms. Kessler reiterated the discussion from the last meeting noting Ms. Brunner was unable to attend today's meeting. There are approximately 200 properties in the Historic District and these each have a resource ranking. This ranking is intended to be updated every five years. There are some newer buildings in the District that have not yet been ranked as well as some older buildings that were included in the District's expansion that have not received a ranking. The area of interest is those buildings on Gilbo Avenue to Emerald Street up to the Colony Mill that are more than 50 years old. Ms. Kessler explained the ranking process. The HDC is asking for volunteers from the Commission. Chair Carey and Ms. Zerba volunteered to help.

#### **5) Commission Annual Report to City Council Planning Licenses and Development Committee (PLD) -**

Ms. Kessler noted the annual report will be before the PLD Committee at their regular meeting on June 12<sup>th</sup>, at 7:00 PM. The report covers the Commission's activity over the past year. Ms. Kessler recommended covering the workshops and the Section 106 reviews the Commission has participated in. Chair Carey will give the report and Commission members are welcome to attend.

#### **6) EMMIT Tool Subscription for CLG Communities-**

Ms. Kessler referred to the email received from the NH Division of Historical Resources (DHR) about the new online GIS research tool – EMMIT!. DHR is offering up to 3 individuals from 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. After discussion it was decided Ms. Kessler would be the administrator for the Commission with Chair Carey and Ms. Benik as users.

**7) New or Other Business -**

Ms. D'Egidio reported on a Demolition Permit for 119 High Street. She has made three contacts from the resource list and someone is interested in the posts and beams. Ms. D'Egidio expects to have responses by this weekend. She also reported the slate roof is being repurposed and the owner is onboard with the salvage idea. Chair Carey noted the building is beyond repair.

**8) Next meeting- June 12, 2019**

Commission members agreed to meet in June to discuss the Barn Tour and its budget.

**9) Adjourn – Chair Carey adjourned the meeting at 4:44 PM.**

Respectfully submitted by,  
Mary Lou Sheats-Hall, Minute-taker  
May 9, 2019

Reviewed and edited by,  
Tara Kessler, Senior Planner